

STATEMENT OF HEALTH AND SAFETY ORGANISATION FOR:

Faculty of Law

As Dean, I am responsible for ensuring compliance with University Health and Safety Policy in the Faculty of Law including its centres and institutes. My responsibilities are set out in Annexe I, and this document describes the advisory arrangements within the Law Faculty. I have delegated some responsibilities to others, as set out in Section 1 below.

The administration offices for the Faculty of Law are based in the St Cross Building. There is a small number of academic offices in the building for members of the Faculty, plus the academic and administrative offices of the Institute for European and Comparative Law, the Centre for Criminology, the Oxford Research Centre for Intellectual Property, and HeLEX (the Centre for Health, Law and Emerging Technologies), formerly at Ewert House, now incorporated into the Law Faculty.

The Centre for Socio-Legal Studies, which is part of the Law Faculty, is based in the Manor Road Building next door. The Bonavero Institute for Human Rights, which is also part of the Law Faculty, is based at Mansfield College. All other academic staff are based in offices in their colleges.

The building opening hours follow those of the libraries, and FM support is only provided during those times. Outside of these hours, the building is not staffed, though staff (and Criminology students) have access 24-hours a day provided they have undertaken building safety training provided by the Building Manager.

The Faculty Safety Officer is Charlotte Vinnicombe, Head of Administration and Finance in the Law Faculty. Her role is to advise the Dean on how to implement the University's health and safety policies and the Faculty health and safety rules.

The St Cross Building and Manor Road Building are managed by a facilities management team ('FM') under the management of the University Estates Services.

The FM Service Level Agreements for St Cross and Manor Road, and the Building User Guides, are available on the [Estates Services website](#). The Statements of Safety Organisation for each building are attached to this document at Annexe IV.

There is a coffee shop in the St Cross Building run by the Missing Bean. The contract for this arrangement is the responsibility of Estates Services.

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. See University Policy Statement [S1/09 for details of Supervisors' Responsibilities](#). In particular, the responsibilities listed in Annexe I 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 (Annexe II), I instruct every employee with a supervisory role, the Faculty Safety Officer, the Senior Facilities Manager and the Divisional Safety Officer to report to me any breach of the Policy.

As applicable to the areas of the St Cross Building and the Centre for Socio-Legal Studies in the Manor Road Building, the following have overall executive authority for safety:

- Communal areas, lecture rooms and seminar rooms, FM space, and the coffee shop: Richard Brown, Senior Facilities Manager; and
- All Law Faculty administrative and academic staff offices: Charlotte Vinnicombe, Head of Administration and Finance.

A chart of responsibilities attributed to staff with safety responsibilities in the Centres and Institutes is attached at Annexe III. Further information about individual responsibility is also provided in section 5 below.

All those with supervisory responsibility should notify me, the Faculty Safety Officer (Charlotte Vinnicombe), the Senior Facilities Manager (Richard Brown) and the Divisional Safety Officer (Neil Carveth) 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.

2. **ADVISORY RESPONSIBILITY FOR SAFETY**

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

The Faculty Safety Officer in the Faculty of Law is the Head of Administration and Finance, Charlotte Vinnicombe. She is responsible for:

- providing advice on the measures needed to carry out the work of the Law Faculty without risks to health and safety;
- co-ordinating any safety advice given in the Law Faculty by specialist advisors and the University Safety Office;
- monitoring health and safety within the Law Faculty;
- reporting any breaches of the Health and Safety Policy to the Dean of the Law Faculty; and
- informing the Facilities Manager and the Director of the University Safety Office if any significant new hazards are to be introduced to the Faculty.

The Faculty Safety Officer's duties are described in University Policy Statement S1/01 for Departmental Safety Officers, attached at Annexe II (last updated 2001).

The Senior Facilities Manager for the St Cross Building and the Manor Road Building is Richard Brown. He is responsible for:

- providing advice on the measures needed to carry out the work of the buildings without risks to health and safety;

- co-ordinating any safety advice given in the buildings by specialist advisors and the University Safety Office;
- monitoring health and safety within and around the buildings;
- reporting any breaches of the Health and Safety Policy to the Faculty Safety Officer;
- managing the security of the building, and lone worker training; and
- informing the Faculty Safety Officer and the Director of the University Safety Office if any significant new hazards are to be introduced to the building.

Building Electrical Safety

Richard Brown is responsible for advising the Faculty Safety Officer, Charlotte Vinnicombe, on all matters relating to electrical safety to ensure compliance with University Health and Safety Policy, and in particular for the implementation of University Policy S1/00, 'Working Safely with Electricity'.

Charlotte Vinnicombe is responsible for ensuring that Portable Appliance Testing is undertaken at appropriate intervals and for the electrical safety of Faculty-owned equipment.

Fire Safety

Richard Brown is responsible for advising the Head of Administration and Finance, Charlotte Vinnicombe, on all matters relating to fire precautions and fire prevention within St. Cross Building.

Fire Marshalls for Law are Michelle Robb, EA to the Dean and Charlotte Vinnicombe, Head of Administration and Finance. In addition, Fire Marshall tabards are provided on each corridor for use by the nearest administrator or office holder in the event that the alarm should sound.

Smoking is not permitted inside any part of the building, and outside only in the designated smoking area.

The Fire Orders, including Action in Case of a Fire, are attached at Annexe IV (last issued by George Newman in 2015).

Building Security

Richard Brown is responsible for building security, including making the building secure when it is closed, responding to callouts, providing lone worker training, and maintaining the emergency call-out list.

Arrangements for visitors

Richard Brown is responsible for making arrangements for visitors to the buildings, including contractors; for ensuring the necessary risk assessments have been made; and for ensuring compliance with the relevant areas of University safety policy.

Charlotte Vinnicombe is responsible for making arrangements for visitors to the Law Faculty, and for ensuring compliance with the relevant areas of University safety policy.

Display Screen Assessment

Emma Gascoigne is the DSE Co-ordinator and ensures that self-assessments are carried out annually. **Marina Amiconi (whose role is temporarily covered by Luke Webster)**, the Timetabling and Events Assistant, is responsible for conducting Display Screen Equipment assessments for new staff, and following up on any issues arising from the self-assessment. For staff requiring specialist equipment or additional advice, a referral may be made to the Divisional Safety Officer or to Occupational Health.

Students with Personal Emergency Evacuation Plans ('PEEPs')

Paul Burns is responsible for ensuring that any student with a recommendation for a PEEP in their Student Support Plan has a PEEP set up for them.

Richard Brown is responsible for ensuring that the Personal Emergency Evacuation Plan for each student is understood and implemented in the event of an emergency.

Divisional Health and Safety Officer for Social Sciences

Neil Carveth provides professional health and safety expertise and support to faculty and departmental safety officers and faculty and departmental administrators across all units of the Social Sciences Division. This includes carrying out health and safety visits to buildings, reviewing fieldwork risk assessment forms (the template, and any complex risk assessments), arranging training for staff and students, liaising with the University Safety Office; and providing a strategic perspective across the division on health and safety.

Centre for Socio-Legal Studies in the Manor Road Building

Nikki MacMichael, Centre Administrator in the Centre for Socio-Legal Studies, has responsibilities as outlined in Section 6 'Significant Specific Risks'.

Faculty Safety Advisory Committee

The Committee's terms of reference are:

- To review procedures for travel and fieldwork risk assessments
- To review safety inspection reports and health and safety risk assessments
- To discuss safety concerns raised by members of the Faculty, members of the office and members of the student body
- To review the Statement of Safety Organisation
- To review induction procedures
- To review the findings of the Self Assessment Audit.
- To review reported incidents and accidents.
- To make recommendations to the Law Board.

It will meet on an annual basis, normally in Hilary Term each year.

There are occasional Building Users' Group meetings (organised by FM) and termly Law admin staff meetings (organised by the Head of Administration and Finance), at which staff are invited to flag up any areas of concern on health and safety.

The functions of this committee are set out in University Policy Statement S2/01 (<http://www.admin.ox.ac.uk/safety/policy-statements/s2-01/>) and the committee comprises:

Chair	John Armour, Dean of the Faculty of Law
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Faculty Safety Officer	Charlotte Vinnicombe, Head of Administration & Finance
Travel insurance and travel risk assessments (for staff and students)	Jackie Hall, Finance Assistant
Fire Marshall	Michelle Robb, EA to the Dean
Display Screen Equipment Assessor	Luke Webster, Timetabling and Events Assistant
First Aider	Michelle Robb, EA to the Dean (and FM)
Staff inductions & Display Screen Equipment Co-ordinator & Disability Co-ordinator (staff)	Emma Gascoigne, Personnel Officer
Disability Co-ordinator (students)	Paul Burns, Academic Administrator
Access & Outreach Officer	Vacant
Centre for Socio-Legal Studies Administrator	Nikki MacMichael, Centre Administrator
Centre for Criminology	Angela Patterson, Centre Administrator
Institute of European and Comparative Law	Kat Hayward, Institute Administrator
Bonavero Institute of Human Rights	Zoe Davis-Heaney, Institute Administrator
HeLEX	Imogen Holbrook, Programme Administrator
Divisional Safety Officer	Neil Carveth, Divisional Safety Officer
Building Manager	Richard Brown, Senior FM Manager

The Committee may co-opt other members, and all student representatives will be invited to the meetings.

3. OTHER SAFETY FUNCTIONS

First aid

Within the **Law Faculty area in the St Cross Building**, the following persons are responsible for first aid:

Michelle Robb, EA to the Dean is a trained first aider (room 103, tel. 18077)

Zoe Campbell, Baker McKenzie Access & Outreach Officer is a trained first aider (room 108, tel. 81050)

First aid facilities are located as follows:

There is a first aid box in the Faculty Office kitchen.

More widely in the **St Cross Building**, the following persons may also be called upon for first aid assistance:

Richard Brown, Senior Facilities Manager, tel. 71480

Stephen Watts, Senior Facilities Assistant, Main Reception Desk, tel. 71481

There is a First Aid room on the ground floor, near the English Lecture Theatre.

First aid kits are also located in the following places:

- Main desk Bodleian Law Library
- First Aid Room

There is a defibrillator in the First Aid Room. The Porters are trained to use it, though no specialist training is required and it may be used by anyone in an emergency.

In the **Manor Road Building**, the following persons are responsible for first aid:

Ms. E Smith, Building Supervisor, tel. 81160

Ms E Read, Reception Manor Road Building, tel. 81160

Accident and incident reporting

Accidents, incidents and near misses that occur in or around the building involving Law staff, students or visitors are recorded by the FM team or Law Faculty staff and reported via IRIS (the University Incident Reporting and Investigation tool) to the Senior Facilities Manager, the University Safety Office, and to the Head of Administration and Finance (Charlotte Vinnicombe).

Accidents and incidents not on the premises that involve Law staff or students (including those undertaking fieldwork in the UK and abroad) are recorded by Law Faculty staff and are reported by the Head of Administration and Finance on the IRIS system.

Travel Insurance and Travel Risk Assessments

In accordance with University Policy Statement S3/07, any proposed trips from the Faculty to areas which the FCO advise against travel the risk assessments are referred to the Safety Office and Insurance for review prior to approval by me as the Dean of the Faculty.

Jackie Hall is responsible for processing travel insurance forms and risk assessments for the whole Faculty, including its centres and institutes, for onward transmission to the University. Applications and risk assessments are evaluated and approved by Charlotte Vinnicombe, Head of Administration and Finance. Any travel planned to high-risk areas, or anyone undertaking high-risk activities, is identified and I am informed. I may then meet with the member of staff or student planning the travel to ensure that the risks are understood and minimised. I approve all travel to areas the FCO advise against travel to (following a safety review as per University Policy).

In Charlotte Vinnicombe's absence, applications for travel insurance and risk assessments are approved by me. In my absence high risk applications are approved by the Vice Dean. If the Vice Dean is uncomfortable with a particular risk assessment (such as a student proposing to go to an area to which the FCO advises *against all travel*) further advice will be sought from the Head of Division.

4. **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>

5. **INDIVIDUAL RESPONSIBILITY**

All Faculty employees, all students, and all other persons entering the Faculty's premises or who are involved in Faculty 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 from me in respect of health and safety.
- (e) Warn me and the Faculty Safety Officer, Charlotte Vinnicombe, 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. Any building related issues should also be reported to the Building Manager.
- (f) Ensure that their visitors, including contractors, have a named contact within the Faculty, Centre or Institute 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 Building Manager, Richard Brown.

(j) 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/>.

6. SPECIFIC SIGNIFICANT RISKS

There are no specific significant risks in the Law Faculty Offices or the St Cross Building or the Manor Road Building.

There are some variances in procedure in the **Centre for Socio-Legal Studies** as a result of being based in the Manor Road Building. The specific responsibilities for the Centre for Socio-Legal Studies are as follows:

- General fire precautions: Richard Brown is the Fire Safety Officer, but the Centre Administrator has a responsibility to liaise with him over fire safety in the Centre.
- Building security: an FM responsibility.
- Electrical safety supervision and equipment testing: an FM responsibility, but it is the responsibility of the Centre Administrator to arrange testing when necessary.
- First aid: the Manor Road Building FSAs are the first port of call, and the Accident Book is held in Reception.
- Health and safety inspections: the annual inspection is carried out by the Faculty Safety Officer (Charlotte Vinnicombe) and the Divisional Safety Officer (Neil Carveth). The monthly inspection is carried out by the FM Team.
- General reporting: the Centre Administrator has responsibility for consulting their room holders about general health and safety issues or specific concerns and reporting these to the Faculty Safety Officer. Maintenance issues are reported to Richard Brown and any maintenance issue that is a potential health and safety risk should also be reported to the Faculty Safety Officer.
- Induction of new staff: is carried out by the Centre Administrator for all staff and visitors working in the Centre.
- Workplace arrangements: the Administrator represents the Centre on the faculty Health and Safety Committee (which meets annually in Hilary Term), and all administrative staff have the opportunity to

report health and safety concerns at either the termly administrative staff meeting or building user meeting/forum.

- Monthly inspections: the Administrator carries out a monthly inspection and forwards the completed form to the Faculty Safety Officer (Charlotte Vinnicombe).
- Display Screen Equipment: provision for this is as for the St Cross Building.
- Travel insurance and fieldwork risk assessments: the risk assessment is prepared and checked (that it is complete) by the staff in the Centre and then attached to the on-line insurance application. All applications are checked by Jackie Hall and approved by Charlotte Vinnicombe.
- PEEPs and any necessary adjustments are discussed with the Supervisor or Course Convenor, the Academic Administrator, Paul Burns, and the Senior Facilities Manager, Richard Brown.
- Attendance by staff and students at the FM Lone Worker induction, and the issuing of 24-hour access, is overseen by the Centre Administrator.

There are some variances in procedure in the **Bonavero Institute for Human Rights**, which is based at Mansfield College. The specific arrangements in the Bonavero Institute of Human Rights are:

- General fire precautions: Mansfield College's Domestic Bursar is the Fire Safety Officer, but the Institute Administrator has a responsibility to liaise with him/her over fire safety in the centre.
- Building security: this is Mansfield College's Head Porter and Maintenance Manager's responsibility.
- Electrical safety supervision and equipment testing: this is Mansfield College's Maintenance Managers responsibility, but it is the responsibility of the Institute Administrator to arrange testing when necessary.
- First aid: the College Porters are the first port of call, and the Accident Book is held in the Lodge.
- Health and safety inspections: the annual inspection is carried out by the Faculty Safety Officer (Charlotte Vinnicombe) and the Divisional Safety Officer (Neil Carveth). Monthly inspections are carried out by the Institute Administrator (Zoe Davis-Heaney).
- General reporting: The Institute Administrator has responsibility for consulting their room holders about general health and safety issues or specific concerns and reporting these to the Faculty Safety Officer and College's Domestic Bursar. Maintenance issues are reported to the College's Maintenance Manager and any maintenance issue that is a potential health and safety risk should also be reported to the Faculty Safety Officer and Domestic Bursar of the College.
- Induction of new staff: this is carried out by the Institute Administrator for all staff and visitors working in the Institute.
- Workplace arrangements: the Institute Administrator represents their Institute on the faculty Health and Safety Committee (which meets annually in Hilary Term).
- Display Screen Equipment: provision for this is as for the St Cross Building.

- Travel insurance and fieldwork risk assessments: the risk assessment is prepared and checked by the staff in the Institute and then attached to the on-line insurance application. All applications are checked by Jackie Hall and approved by Charlotte Vinnicombe.
- PEEPs and any necessary adjustments are discussed with the Supervisor or Course Convenor, the Academic Administrator, Paul Burns, and the Senior Building Manager, Richard Brown. The College Contact for the Bonavero Institute is the Bursar.
- Lone Worker Induction and 24-hour access is published online and circulated prior to closure periods.



Signed:

Date: 6 September 2023

Dean of the Faculty of Law, Professor John Armour

Updated 5 September 2023

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ANNEXE I

It is my responsibility, as Dean of the Faculty of Law, 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 via the Building Manager, 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.

ANNEXE II

University Policy Statement UPS S1/01

Duties of departmental safety officers

The head of each department is responsible, as far as is reasonably practicable, for the safety of all members of staff, students and visitors within areas under his/her control. The head is also responsible for safe working conditions for staff and students undergoing field courses and the like, which are held under the aegis of the department, but are away from normal departmental premises. Heads must also satisfy themselves that there are safe working conditions and procedures at other institutions where staff and students are working.

The head of department must appoint a departmental safety officer to advise him/her on how to implement the University's health and safety policies and the departmental health and safety rules.

The role of the departmental safety officer is advisory and does not carry executive responsibility for health and safety within the department.

The role of the departmental safety officer (with the assistance of the area safety officer, where appointed) is on behalf of the head of department and where reasonably practicable:

1. To ensure that the departmental statement of safety organisation is reviewed annually, revised where appropriate and a copy provided for the University Safety Office.
2. To oversee that appropriate risk assessments have been prepared by supervisors and others; where a need for health surveillance and / or immunisations has been identified, to ensure that the University Occupational Health Service has been notified.
3. To carry out annual health and safety inspections of the department and to report findings to the head of department and the University Safety Office; where relevant, the Safety Office will report these findings to the University Occupational Health Service.
4. To monitor the working environment within the department and report unsatisfactory conditions to the head of department.
5. To give advice to members of staff and students on safe working procedures and practices and to arrange health and safety training to an adequate level.
6. To monitor compliance with departmental health and safety rules and University policy relating to health and safety and to advise the head of department where his/her advice is not accepted.
7. To receive notification via the head of department of potentially unsafe and unhealthy conditions and working practices, or other suggestions for improvement, from trade union appointed safety representatives; and to advise the head of department on the necessary steps for resolution of such matters.
8. To receive and act upon representations with regard to health and safety made by any member of the department.

9. To ensure that necessary accident and incident reports are made to the University Safety Office ,;and to ensure that cases of suspected occupationally related ill health are reported to the University Occupational Health Service.

10. To act as a focal point for those in the department giving specialist safety advice, e.g. electrical safety supervisors, fire officers.

11. To maintain liaison with the University Safety Office and the University Occupational Health Service.

Departmental safety officers are recommended to seek the advice and assistance of the University Safety Office and the University Occupational Health Service in the exercise of their functions.

Heads of departments may wish to give the departmental safety officer authority to take action in exceptional circumstances where he/she discovers what in his/her view is a dangerous practice requiring immediate attention, reporting the situation to the head of department as soon as possible.

Academic staff undertaking an appointment as departmental safety officer should be allowed some remission from other departmental duties.

February 2001

Annex III

Health and Safety Delegated Responsibilities Quick Reference Guide

	CSLS	Criminology	Bonavero	IECL	IP
General Fire precautions	Centre Administrator, with Deputy Senior Building Manager	Centre Administrator, with DSO	Institute Administrator, with College	DSO	DSO
Fire Marshals					
Electrical Equipment testing & maintenance	Centre Administrator, with FM	DSO, with FM	Institute Administrator, with College	DSO, with FM	DSO, with FM
First Aid Reporting	Centre Administrator	Centre Administrator	Institute Administrator	Institute Administrator	DSO
First Aid Kits	Administration Officer	Centre Administrator	Institute Administrator		
Building Security	Deputy Senior Building Manager	Deputy Senior Building Manager	Deputy Senior Building Manager	Deputy Senior Building Manager	Deputy Senior Building Manager
Health and Safety Report (annual)	Divisional Safety Officer, with DSO	Divisional Safety Officer, with DSO	Divisional Safety Officer	Divisional Safety Officer, with DSO	Divisional Safety Officer, with DSO
Walk around checklist (monthly)	Centre Administrator	Centre Administrator	Institute Administrator	Institute Administrator	DSO
Induction of new staff and visitors	Centre Administrator and Personnel Officer	Centre Administrator and Personnel Officer	Institute Administrator and Personnel Officer	Institute Administrator and Personnel Officer	Personnel Officer
Risk assessments for fieldwork and travel	Centre Administrator	Graduate Studies Administrator (students) or Centre Administrator (staff)	Institute Administrator	Institute Administrator	Centre Administrator
Travel and Fieldwork Insurance	Faculty Finance Officer and DSO	Faculty Finance Officer and DSO	Faculty Finance Officer and DSO	Faculty Finance Officer and DSO	Faculty Finance Officer and DSO
DSE	Personnel Officer	Personnel Officer	Personnel Officer	Personnel Officer	Personnel Officer
Workplace arrangements	Centre Administrator	Centre Administrator	Institute Administrator	Institute Administrator	Head of Administration and Finance
Lone worker training	Deputy Senior Building Manager	Deputy Senior Building Manager	Institute Administrator, with College	Deputy Senior Building Manager	Deputy Senior Building Manager

DSO = Departmental Safety Officer, Charlotte Vinnicombe

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Health and Safety Responsibilities for Centres and Institutes in the Faculty of Law

This is a list of health and safety responsibilities for the Law Faculty's five centres and institutes (and other units not based in the St Cross Building). As some of your buildings are college owned and maintained it may be that the responsibility for these actions lies with the college rather than the building occupier, however it's still a good idea to take a quick look to see if there are any areas that are not being covered by the College.

- Weekly testing and upkeep of Pyrotec (or equivalent) fire alarm and emergency lighting
- Arranging annual fire drill keeping a record of this including any notes on improvements that need to be made.
- Making sure means of escape and fire exits are clearly identified and unobstructed
- Making sure Fire doors are closed at all times
- Briefing staff on evacuation procedures
- Making sure that extinguishers are not obstructed
- Portable Appliance Testing and ensuring portable electrical equipment is maintained, not overloading sockets and the cabling is tidy
- Making sure that the work place is well lit
- Ensuring that there is a good standard of cleanliness in the building
- Ensuring stairs and exterior areas are well lit and free of trip and slip hazards
- Completion of the monthly checklist
- Accompanying the Divisional Safety Officer, Chris Williams, on annual Health and Safety and fire safety inspections
- Making sure that the first aid box has sufficient supplies
- Ensuring that outside pathways are clear and well lit
- Explaining health and safety procedures to new staff based in your building
- Informing the Law Faculty Safety Officer of any near misses or incidents
- Ensuring that Security Services have contingency plans for your building and in particular letting Security know if contact details/ key holders change
- All Contractors engaged are managed through estates or suppliers are engaged via the University, e.g. work on fire doors are arranged through the University fire officer.

The Faculty Personnel Officer, Emma Gascoigne, co-ordinates DSE. The Faculty Safety Officer, Charlotte Vinnicombe, issues the Faculty Statement of Health and Safety as well as advice on all the areas listed above. The University Safety office website holds lots of useful information including details of training courses and can be found at: <http://www.admin.ox.ac.uk/safety/>



Annexe IV

FIRE ORDERS

St CROSS BUILDING

INTRODUCTION

1. Fire destroys property, kills, maims and burns people, so it is the duty of all staff to be conversant and comply with these orders.

GENERAL

1. *Good housekeeping, cleanliness and tidiness* are the essence of fire prevention. It is every individual's responsibility to maintain the highest standards.

2. Fire orders and 'ACTION ON DISCOVERY OF A FIRE' must be displayed at all fire points.

RESPONSIBILITIES

3. The Deputy Senior Facilities Manager is the Building Fire Officer and is responsible to the Chair of The St Cross Building Management Panel for all aspects concerning fire prevention.

4. Each Department Head may nominate Department Fire Marshals who would assist in:

- a. ensuring department fire points are correctly maintained.
- b. ensuring fire hazard checks are carried out in departments at the end of the working day.
- c. helping the Building Fire Officer during emergency calls and alarm drills.
- d. accounting for personnel during emergency alerts.
- e. ensuring all possible fire prevention measures are taken within their department area.
- f. evacuating their department during alerts.

5. All Department staff must know the whereabouts of any disabled person who is using their facilities **and** the department plan for their safe evacuation.

SMOKING DISCIPLINE

6. Smoking and the careless disposal of cigarette ends are a common cause of fires, therefore, **smoking and naked flames are prohibited in ALL areas of the building**

FIRE HAZARD CHECK

7. The Fire Marshals, or nominated persons should ensure that all department storage spaces and offices are checked at the end of the working day:

- a. Appliances are switched off (less computer or photocopying equipment) and unplugged.

- b. Waste bins are checked.
- c. Doors and windows are closed to help prevent the spread of a fire.

ELECTRICAL

- 9. All electrical appliances are to have UK, nationally accepted / recognised plugs fitted when in use.
- 10. No radiation type heaters are to be used.
- 11. University Staff are to be discouraged from bringing personal electrical items into the work place.
- 12. All electrical items are to be checked and tested before being plugged into the University electrical system. **Users** are to check cables and wires for faults on a regular basis.
- 13. Power sockets are not to be overloaded. The use of extension leads should be discouraged and the use of **multi plug adaptors banned**.

FIRE PREVENTION MEASURES

- 14. The following is a list of general, common sense measures, which will aid in the prevention of fire:
 - a. Keep fire points and escape routes free from obstructions.
 - b. Read and understand the blue 'Action in the event of a Fire' notice.
 - c. Keep offices, stores, work places clean and tidy.
 - d. **DO NOT SMOKE** anywhere inside the building.
 - e. Ensure cigarettes are extinguished fully and disposed of safely.
 - f. Try not use portable heaters, or purchase approved equipment.
 - g. Keep lids on flammable liquids.
 - h. **SWITCH OFF** electrical appliances, especially fans and desk lights, when not in use.
 - i. Carry out user checks on electrical equipment. Report faults.
- 15. Read the local orders for **Action in the Event of a Fire** at Appendix 1.
- 16. Department Administrators should ensure that these orders are made known to all staff within the building.
- 17. The General Risk Assessment for Fire is a separate document and can be requested from the Senior Facilities Manager. The risk of a fire within the building had been assessed as LOW.
- 18. Due to a change in the Oxfordshire Fire and Rescue Service operating policy, there will be no automatic attendance to fire alarm calls made by the Automated University Monitoring System. See Safety

Office memo M39/02 for details. Therefore, departments must try to make sure that during the hours of 0900 hours to 2200 hours (Library opening and closing hours) at least one responsible person is in the department to respond to emergencies and they are conversant with the Building and Department Fire Instructions.

G J Newman
Senior Facilities Manager

Oct 2015

ACTION IN THE EVENT OF A FIRE

1. **BY PERSON DISCOVERING FIRE**

- a. Raise the alarm by sounding the nearest alarm call point.
- b. Call the Fire Service using the nearest telephone on 999.
- c. Attempt to put out the fire with the available equipment *If it is safe to do so and without personal risk.*
- d. Close doors/windows and evacuate the building.
- e. Meet the University Security Service Patrol at the entrance to the building

2. **BY FIRE MARSHALS HEARING THE ALARM AND NEAREST THE SCENE.**

- a. Ensure the Receptionist in the St Cross Building (71481) has been notified. Try to establish and report the location of the fire.
- b. Ensure your department has been evacuated. Check to ensure that any disabled persons have been moved to a place of safety, organise assistance if necessary.
- c. Notify the Deputy Senior Facilities Manager, Building Supervisor, Porters, or the Fire Service, if help is required to evacuate a disabled person.
- d. Attempt to ensure a roll call is made of all department staff and notify the Facilities Manager when your area of responsibility is clear of all personnel.

3. **BY THE PORTERS/Reception Desk**

- a. Upon hearing the alarm you are to report to the Lodge immediately. The senior person is to check the control board and identify the zonal area. Try to confirm that a real fire emergency exists. Contact the department showing on the control panel. As departments are busy evacuating the building, confirmation must be by a personal visit.
- b. **IF A REAL FIRE EMERGENCY EXISTS** - Ring the Fire Services on 999 and inform them of the situation.
- c. Ring the University Monitoring Station (72944) and confirm the emergency is real.
- d. **Communal spaces** - Dispatch ONE Porter to evacuate Lecture Theatres and Seminar Rooms. The Porter is to check Common Rooms are clear and to assist in the evacuation of any disabled user from the teaching rooms.
- e. Any spare Porters are to assist in the evacuation of the building. Prepare to take the 'Evac Chair'

to departments that have indicated a disabled person is on the premises.

f. Once the building is evacuated, Porters are to monitor each entrance and ensure no one re-enters the building until the building has been searched and the Emergency Services or the Facilities Manager/Security Patrol gives an ALL CLEAR.

4. **BY ALL OTHER PERSONNEL**

a. Upon hearing the alarm you are to close windows and doors and proceed to the designated assembly areas:

1. Cycle racks at the front of the building.
2. Grass area adjacent to the large trees.

b. Inform your department of your presence and location of anyone you know to be away from the department.

c. Be prepared to assist as required.

d. DO NOT re-enter the building until authorized by the facilities staff.

G J Newman
Senior Facilities Manager/Building Fire Officer
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