

STATEMENT OF HEALTH AND SAFETY ORGANISATION FOR:

Faculty of Law, St Cross Building

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

The central administration offices for the Faculty of Law are based in the St Cross Building. There is also 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, and the Oxford Research Centre for Intellectual Property.

The Centre for Socio-Legal Studies, which is part of the Law Faculty, is based in the Manor Road Building next door. All other academic staff are based in offices in their colleges.

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

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

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

The Service Level Agreement for the building is attached at Annexe II. (*not yet available*)

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, the Faculty Safety Officer, the 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: Mr George Newman, Facilities Manager; and
- the Law Faculty administrative and academic staff offices: Charlotte Vinnicombe, Head of Administration and Finance.

The Facilities Manager, George Newman, oversees the activities of the coffee shop.

Building Electrical Safety

Mr George Newman 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 electrical safety of Faculty owned equipment.

Fire Safety

Mr George Newman is responsible for advising the Faculty Personnel Officer, Emma Gascoigne, on all matters relating to fire precautions and fire prevention within St. Cross Building.

Emma Gascoigne is responsible for liaising with the Facilities Manager and advising the Faculty Safety Officer on all matters relating to fire precautions and fire prevention in compliance with University Health and Safety Policy.

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

The Fire Orders are attached at Annexe IV.

Arrangements for visitors

Mr George Newman 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. **Itziar Banerjee Martin** is responsible for conducting Display Screen Equipment assessments for new staff, and following up on any issues arising from the self-assessment.

Divisional Health and Safety Officer for Social Sciences

Dr Chris Williams 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, 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

Katie Hayward (temporarily replaced by Nina Karasinska-Stanley) in the Centre for Socio-Legal Studies, has responsibilities as outlined in Section 6 'Significant Specific Risks'.

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 – 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:

George Newman, Senior Facilities Manager, tel. 71480

Bert Heath, Deputy Facilities Manager, tel. 71480

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

Mr George Newman is responsible for keeping completed accident/incident report forms and for ensuring accidents are reported promptly to the University Safety Office.

Blank accident report forms are kept at the Main Reception in the St Cross Building, in the office of Emma Gascogne and Michelle Robb in the Law Faculty Offices, and in the Manor Road Building.

Accidents, incidents and near misses that occur in or around the building involving Law staff, students or visitors are recorded by the FM team and reported to the University Safety Office and to the Faculty Personnel Officer by the Building Manager. Any that are recorded by Law Faculty staff are reported to the Building Manager.

Accidents and incidents not on the premises that involve Law staff or students (including those abroad) are recorded by Law Faculty staff and are reported to the University Safety Office and the Divisional Safety Officer.

(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 Facilities Manager, Mr George Newman.

(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 because this is separately organised, and in a different building. The specific responsibilities for the Centre for Socio-Legal Studies is as follows:

- General fire precautions: George Newman is the Fire Safety Officer, but the Centre Administrator has a responsibility to liaise with him over fire safety in the centres.
- Building security: George Newman's responsibility.
- Electrical safety supervision and equipment testing: George Newman's responsibility, but it is the responsibility of the Centre Administrators to arrange testing when necessary.
- First aid: the Manor Road Building Porters are the first port of call, and the Accident Book is held in Reception.
- Health and safety inspections: carried out by the Faculty Safety Officer (Charlotte Vinnicombe) and the Divisional Safety Officer (Chris Williams). The Centre Administrator has responsibility for consulting their room holders about general H&S issues or specific concerns and reporting these to the Faculty Safety Officer. Maintenance issues are reported to George Newman 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.

ANNEX 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 III

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.

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 University Facilities Manager is the Building Fire Officer and is responsible to the Chairman 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.

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

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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
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