

School of Anthropology and Museum Ethnography (SAME)

Statement of Safety Organisation

Revised October 2019

Dr Elizabeth Ewart

Head of School

As Head of the School of Anthropology and Museum Ethnography, I am responsible for ensuring compliance with the University Health and Safety Policy. My responsibilities are set out in Appendix A 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 Appendix A are delegated to supervisors for areas under their control.

As it is my duty to ensure adherence to the University Health and Safety Policy, I instruct every employee with a supervisory role, the Departmental Safety Officer and Area Safety Officer to report to me any breach of the Policy.

All those with executive responsibility should notify their Departmental Safety Officer or the Area Safety Officer of any planned, new or newly identified significant hazards in their areas and also of those control measures needed to avert any risks involved.

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.

N Clarke is responsible for making arrangements for visitors (including contractors) for the School of Anthropology and Museum Ethnography, S-J White for the Institute of Human Sciences, N Grassi (COMPAS), Lisa Bligh (CSSC) and (Antonella Surdi (InSIS). This involves carrying out suitable risk assessments as appropriate.

In the areas listed below, the persons named have overall executive authority for safety.

Circulation Space, Lecture Rooms and Offices (43, 51-53, 61 and the ground and first floor of 64 Banbury Road)

N Clarke Ext 74624

Institute of Human Sciences (58A Banbury Road)

Sarah Jane-White Ext 74702

Computer Suites (43, 51-53, 58 and 58A Banbury Road) R Highman Ext 74629

Centre on Migration, Policy and Society (COMPAS) (58 Banbury Road)

N Grassi Ext 74711

Institute for Science, Innovation and Society (64 Banbury Road)

Antonella Surdi

2. ADVISORY RESPONSIBILITY FOR SAFETY

I have appointed those listed below to advise me on matters of health and safety within the School. If their advice is not taken by any member of the School, they must inform me. If they discover danger which requires immediate action, they are authorised to take the necessary action and inform me subsequently.

DEPARTMENTAL SAFETY OFFICER (DSO)

Neil Clarke

is responsible for advising me on the measures needed to carry out the work of the School without risks to health and safety; coordinating any safety advice given in the School by specialist advisors and the University Safety Office; monitoring health and safety within the School and reporting any breaches of the Health and Safety Policy to me. The DSO must inform me and the Director of Health and Safety if any significant new hazards are to be introduced.

The DSO's duties are described in University Policy Statement S1/01.

To assist in this work, there are the following specialist advisors:

AREA SAFETY OFFICER (ASO)

Neil Carveth

has been appointed to support the Departmental Safety Officer in his administrative, monitoring and advisory role.

FIRE MANAGEMENT

The below staff members are responsible for all matters relating to fire precautions and prevention to ensure compliance with the University Health and Safety Policy. They have all attended the universities fire marshal training course

N Clarke (all department buildings)

Antonella Surdi (InSIS)

S-J White (Human Sciences)

N Grassi (COMPAS)

M Pevsner (ISCA)

The school occupies 6 buildings of varying size which are mostly occupied by staff and students working flexible hours and across buildings. Therefore it is not possible to assign building-specific fire wardens.

In the event of the fire alarm sounding for longer than a brief test, everyone in the building is required to leave the building immediately via the nearest fire escape, go to the assembly point and contact one of the fire wardens listed above. When the fire warden attends be prepared to inform them of your knowledge of the situation. The fire warden will attempt to ascertain if all occupants have left the building and whether there is a fire by communicating with those who have evacuated, they will then check the location of the alarm using the fire panel and, if safe to do so, will undertake a sweep of the building.

SCHOOL SAFETY ADVISORY COMMITTEE

In addition to the above arrangements I have set up a School Safety Advisory Committee whose functions are set out in University Policy Statement S2/01 and whose membership comprises:

N Clarke (Department Safety Officer and Chair)
G Middleton (Head of Administration & Finance)
E Ewart (Head of School)
K Atherton (Representative for ISCA)
Vacancy (Area Safety Officer)

N Grassi (Representative for COMPAS)
S-J White (Representative for Human Sciences)
D Pratten (Academic Representative)
A Surdi (InSIS representative)
L Bligh (CSSC representative)

The purpose of the Committee is;

- 1 to advise the Head of School on all safety issues related to the School.
2. to consult with members of staff and postgraduate students on safety matters.
3. to send the minutes of such meetings to the University Safety Office.
4. to report to School Management Board meeting prior to Week 4 in Trinity Term.

It will meet once a year.

3. OTHER SAFETY FUNCTIONS

First Aid

The persons responsible for first aid are as below. All are fully qualified first aiders:

Nathan Grassi (58 Banbury Road) Ext 74711
Martin Pevsner (51 Banbury Road) Ext 74671
Neil Clarke (51 Banbury Road) Ext 74624
Antonella Surdi (64 Banbury Road) Ext 78818

First aid boxes are located in the following locations:

43 Banbury Road (2nd floor kitchen)
51-53 Banbury Road (General Office)
58A Banbury Road (Kitchen)
58 Banbury Road (Common Room)
61 Banbury Road (Basement kitchen)
64 Banbury Road (Kitchen)

Automated External Defibrillators (AED)

The school has an AED located in the 51-53 Banbury Road kitchen, which is to be used in the case of an unresponsive casualty who is not breathing. The listed first aiders are trained in its use however the device is fully automated and requires no training for its use. The device is inspected monthly by the DSO to ensure it is in working condition

Accidents

N Clarke 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 places:

51-53 Banbury Road (General Office) (ISCA)

Display screen assessors

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

Vacancy
N Clarke

Manual handling assessors

I have appointed the following people as a Manual Handling Assessor

Vacancy
N Clarke

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 School employees, all students and all other persons entering onto the School's premises or who are involved in School 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 School in respect of health and safety.
- e) Warn me and the DSO/ASO 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
- 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 N Clarke.
- i) Familiarise themselves with the location of firefighting 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/notes.shtml> and in hard copy in the general offices of 51 and 58 Banbury Road.

6. SPECIFIC ARRANGEMENTS

The following areas/activities have been identified as significant risks in this School. The following procedures are to be followed for named area or activity:

- 1 Fire orders (Appendix B)
- 2 Fieldwork (Appendix C)
- 3 Portable electrical appliances (Appendix D) and electrical safety [See University Policy Statement S1/00 available in the General Offices (51-53 Banbury Rd), COMPAS reception or on <http://www.admin.ox.ac.uk/safety/oxonly/s100.shtml>]

HEAD OF SCHOOL RESPONSIBILITIES

It is my responsibility, as Head of School, 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.

FIRE ORDERS

IF YOU DISCOVER A FIRE:

- Immediately operate the nearest fire alarm point and phone the fire brigade on 999 (from any telephone).
- If electrical appliances are involved switch off the power at the plug if possible.
- Attack the fire, if safe to do so, with the nearest suitable fire extinguisher. Minor fires can usually be brought under control by prompt individual action. Know where the fire extinguishers are and how to use them.

<u>Type</u>	<u>Suitable Fires</u>
-------------	-----------------------

Water	Fires involving wood, paper, textiles, etc.
-------	---

CO2	Electrical & flammable liquid fires
-----	-------------------------------------

Foam	Fires involving wood, paper, textiles etc and flammable liquids
------	---

- If successful in fighting the fire report to the Head of Administration & Finance at the assembly point.
- If the fire is considered to be too large, or if it should get out of control, or if the escape route is threatened, leave the building quickly and calmly by the nearest available escape route, closing doors behind you.
- Do not stop to collect personal belongings.
- Report to the Head of Administration & Finance or Security Services at the assembly point.
- Do not re-enter the building until authorised to do so by the Head of Administration & Finance, Security Services or Fire Service.

IF YOU HEAR THE FIRE ALARM:

- Leave the building quickly and calmly by the nearest available escape route, closing doors behind you.
- Do not stop to collect personal belongings.
- Report to the fire Assembly Point
- Do not re-enter the building until authorised to do so by the Head of Administration & Finance, Security Services or Fire Service.

ACTIONS REQUIRED FROM OTHER GROUPS

Head of Administration & Finance

The Head of Administration and Finance will take up a position at the Assembly Point and will receive reports and liaise with the Fire Service and Security Services.

FIRE ASSEMBLY POINTS

After occupants have left their building they should assemble at the following locations:

<i>Building</i>	<i>Assembly Point</i>
43 Banbury Road	Car park behind 43 Banbury Road
51-53 Banbury Road	Pavement in front of 51 Banbury Road
58/58A Banbury Road	Car park in front of 58 Banbury Road
61 Banbury Road	Pavement in front of 61 Banbury Road
64 Banbury Road	Grass in front of reception

FIRE ALARM TESTS

Fire alarm tests (indicated by a short burst of the alarm) are made on a routine basis. If the fire alarm rings **continuously** it must be assumed **at all times** that there is a fire and the occupants of the building must evacuate as detailed above.

PRACTICE OF FIRE DRILL

Fire drill rehearsals will be conducted in each building once per year. The date and time will be announced in advance but rehearsals must be carried out under reasonably realistic conditions.

Any person failing to vacate the premises during a fire drill will be reported to the Head of School.
FAILURE TO COMPLY WILL BE TREATED AS A SERIOUS OFFENCE.

CODES OF PRACTICE ON SAFETY IN FIELDWORK AND OVERSEAS TRAVEL

The definitive guidelines on safety in fieldwork and overseas travel can be found at <https://www.anthro.ox.ac.uk/safety-fieldwork-and-ethics>

1. Fieldwork is defined as any practical teaching or research activity performed in places outside the control of the University, but where the School retains responsibility for the safety of the employee/student.

Staff travel is defined as any travel on University business; i.e. travel also eligible to be covered by University insurance.

2. The Head of School is responsible for the safety of all employees, students, volunteers and visitors to the school in the field or travelling. All fieldworkers should be familiar with Safe Working Practices in accordance with University Policy Statements (copies of which can be found in the General Office, 51-53 Banbury Road or at <http://www.admin.ox.ac.uk/safety/policy-statements>):

- S5/07 'Safety in Fieldwork'
- S3/07 'Overseas Travel',

Supervisors are required to ensure all students are instructed in Safe Working Practices.

3. **At least six weeks** before any planned activity individuals should begin the following steps to comply with University procedure:
 - Completion of CUREC forms (for fieldwork);
 - Completion of online travel insurance application. Please go to <http://www.admin.ox.ac.uk/finance/insurance/travel/> for more details
 - Completion of a Full Risk Assessment (if necessary)

All forms can be found at <https://www.anthro.ox.ac.uk/safety-fieldwork-and-ethics>

CUREC forms

All students/staff should complete a CUREC form before commencing fieldwork.

Online Insurance Application

Travel insurance cover for all visits for a University activity should normally be sought from the University's insurers. The insurance is only valid if the traveller follows the University's regulations.

To apply for insurance all students/staff must complete an online insurance application form. The form contains details about the trip you are going to take, where you are going, how to contact you and the activity you are completing. (Please note this form needs completing even if you are not taking out university insurance.)

At the end of the form you are asked to confirm that you have considered the risks for the trip you are making. At this stage you should consider whether a full risk assessment is necessary for your travel.

Whether you need to complete a full written risk assessment depends on the nature and complexity of the activities and associated risks involved with the activities you will be completing. For instance, no full risk assessment would be needed for low risk activities such as attending conferences or visiting colleagues in Northern America or the European Union, but similar activities in more dangerous locations would require one.

Travel insurance cover for all visits for a University activity should normally be sought from the University's insurers. The insurance is only valid if the traveller follows the University's regulations. Further information regarding University Insurance can be found at: <http://www.admin.ox.ac.uk/finance/insurance/travel/>

Full Written Risk Assessment

When completing the full written risk assessment the first step is to consider The Foreign and Commonwealth Office (FCO) web site (<http://www.fco.gov.uk>). The website details current travel advice for each country and you should describe how the advice relates to the activities you will be conducting. Where the FCO advise against travel to a particular destination but you still wish to undertake the trip, a written risk assessment must be submitted to the Head of School for all activities, including visiting libraries and conferences. The assessment will be submitted to the University Safety Office for comment before final approval can be given by the Head of School.

The remainder of the form asks you to consider the risks you may encounter and describe the measures you will take to minimise risk. General headers are provided as are examples of possible risks. Items on the list may not be applicable and the list is not intended to be exhaustive. Continue on a separate sheet as necessary. The objective of any full risk assessment is to identify all the hazards associated with the work, to assess the risk that these hazards present under particular circumstances, and to plan mitigation. On completion the written assessment should evidence that you have identified the areas of work that present particular problems and put plans in place to reduce the risks to an acceptable level.

Once the form has been completed it will be reviewed by the Divisional Safety Officer, the Safety Office (where necessary) and Head of Department.

Please note the FCO website should be consulted on a regular basis before travel and a risk assessment updated where necessary should a situation in a country change.

4. The Safety Office provides courses relating to fieldwork which the department encourages all students/staff to attend. Information on the courses can be found at: <http://www.admin.ox.ac.uk/safety/safetytraining/>.
5. Medical advice on the immunisation requirements for overseas travel for employees and students should be sought from the University Occupational Health Service (see <http://www.admin.ox.ac.uk/uohs/>). This should be done at least 6 weeks prior to departure to allow immunisation schedules to be completed. For individuals from non-eligible groups, advice may be obtained from general practices and private travel clinics.
6. All accidents, incidents, work-related illnesses or near misses that occur while undertaking fieldwork must be reported to the Departmental Safety Officer, Mr Neil Clarke. A report is then made to the University Safety Office.
7. Any questions relating to CUREC forms should be directed to the PA to the Head of School - Kate Atherton kate.atherton@anthro.ox.ac.uk. Completed CUREC forms must be returned to Kate Atherton at 51 Banbury Road.
8. All other forms relating to Fieldwork and Overseas travel can be obtained from the School of Anthropology website <https://www.anthro.ox.ac.uk/safety-fieldwork-and-ethics> or by email to the Personnel and Departmental Safety Officer – Neil Clarke at neil.clarke@anthro.ox.ac.uk. Completed Travel Evaluation Forms, Full Risk Assessments, and Travel Insurance Forms should be returned to Neil Clarke in the General Office at 51 Banbury Road at least 6 weeks before departure.
9. It is recommended that the safety aspects of fieldwork are integrated into any post-fieldwork discussion held with supervisors. This can provide an opportunity to identify possible weaknesses in the planning and conduct of the study with respect to safety and refine the arrangements for future activities. Any significant findings from this discussion can be reported to the ASO.

Appendix D**POLICY ON TESTING PORTABLE APPLIANCES FOR ELECTRICAL SAFETY**

The Electricity at Work Regulations 1989 govern the safe use of electrical equipment and state that all electrical equipment should be maintained in a safe manner. This policy determines how the School of Anthropology will ensure that it complies with University Policy S1/00 (available at <http://www.admin.ox.ac.uk/safety/s100.shtml>) in maintaining all portable electrical appliances in a safe manner.

Portable Electrical Equipment is defined as any electrical equipment supplied from a socket on an electrical distribution system via a flexible lead and plug.

The Head of School is legally responsible for ensuring the safety of all portable electrical appliances. Neil Clarke (DSO) will co-ordinate the electrical testing of portable appliances in the School. All concerns regarding the safety of portable electrical appliances must be addressed to the ASO who will seek further competent advice where necessary.

Users are responsible for the periodic visual inspection of their own equipment as detailed in Safety Induction. If faults are detected, the equipment must be withdrawn from use and ASO informed immediately.

Low risk environments will be defined as areas where there is no experimentation, chemical usage, maintenance or construction of items or where the atmosphere is non-corrosive. Examples are offices and lecture theatres. Higher risk environments will include kitchen areas and laboratories.

The School will employ competent external contractors to test portable electrical appliances.

PAT Frequency

In low risk environments, a formal visual inspection and test of earth continuity and insulation where appropriate of the equipment will be performed every two years.

After disconnection from the mains, the visual inspection is conducted and will include the following:

Inspection	Example of fault
Damage to the cable	Flat spots on the insulation
Damage to the plug	Cracked casing or bent pins
Non-standard joints in cable	Would include those using temporary connectors or connections protected with tape

Evidence of over-heating	Burn marks or discolouration to plugs, cables or casing
Damage to external casing of equipment	Loose parts or screws, dents or cracks
Evidence of inappropriate use	It is wet or excessively contaminated with oil, dirt etc
The outer insulation of the cable is not secured where it enters the plug	Obvious evidence would be if the coloured insulation of the internal wires is visible
Moulded plugs-Ensure fuse rating is appropriate to appliance	13 amp fuse with cable and item is rated at 5 amps
Non-moulded plugs-Remove plug cover and ensure fuse rating is appropriate, wires are attached to correct terminals, terminal screws are tight and no sign of internal damage	Live wire (red/brown) within plug longer than neutral (blue/black) wire

Equipment in other environments should be formally inspected as above and tested for earth continuity and insulation annually.

Electric kettles and electric heaters in all environments must be tested and inspected on a yearly basis. Extension leads and IEC leads should be treated as separate items.

A label should be placed on the equipment indicating it having passed the examination and the date for re-test. In the case of equipment failing the tests, it will either be repaired by the contractor where possible or it should be labelled faulty using a Failed Label, withdrawn from use immediately and assessed for repair. Equipment can either be removed from the area it is sited to prevent its use, or the plug cut off the item.

Test records will be maintained by ASO.

Appendix E

DELINEATION OF DUTIES

Building: 51/53 Banbury Road

Building owned by: University (Estates)

Building Managed by: SAME

Space occupied by Department: whole building apart from ground floor and 2 basement rooms

Space occupied by Bodleian: ground floor and 2 basement rooms

SSD department and departmental Safety Officer: SAME; Neil Clarke

Bodleian Departmental Safety Officer: Emma Yendell

Bodleian local deputy Departmental Safety Officer: Helen Worrell

Area of H&S	Bodleian responsibility	Department responsibility	Building owner/ Facilities manager (where this is not the department)
Fire	Fire wardens and sweep in spaces occupied by Bod Maintenance of workplace in spaces occupied by Bod	Maintenance of fire alarm system, emergency lighting; Weekly tests; Fire drills; Manage fire activation; Fire wardens and sweep in spaces occupied by Dept	Estates responsible as per standing orders; Fire extinguishers
Fire risk assessment	Note (& feed in where relevant) building fire risk assessment and apply to areas occupied	Dept complete for building, share with Bodleian	Estates responsible for structure and fabric of the building
Building risk assessment	Note (and feed into where relevant) building risk assessment and apply to areas occupied	Dept complete for building, share with Bodleian	Estates responsible for structure and fabric of the building
Building Security	Bod provide invigilator for Saturday term-time opening	Department responsible for general building security. Department provide receptionist to cover weekdays until 7pm.	Responsible for structure and fabric of the building

Electrical Equipment testing and Maintenance	Bodleian responsible for their own equipment but link in to PAT testing arranged by department	Department arrange contractors to come in, inform library who can have their items done at the same time	Fixed wiring testing
First Aid	Provide first aiders (but share provision with department). Bod are responsible for first aid provision on Saturdays, via security services.	Department provide a number of first aiders (but share provision with Bod)	N/A
Annual Health and Safety inspections	Responsible for their areas	Responsible for areas occupied by dept areas (and general building arrangements)	
Induction of New Staff and visitors	Responsible for their staff and visitors. Will offer a building induction also from SAME DSO.	Responsible for their own staff and visitors	
Out of hours	Bod provide invigilator for Saturday term-time opening. Bod responsible for lone/out of hours working arrangements for their own staff	Dept have their own lone /out of hours working arrangements for their staff	
Regular walkarounds and day to day management and maintenance of equipment (e.g. ladders)	Responsible for the spaces they occupy	Responsible for the spaces they occupy	

DSE	Responsible for Bod staff	Responsible for Dept staff	
DASC	Bod to have their own DSAC	Library rep attends Department committee	
SSO	Should reference who is responsible for Bod areas	SSO references who is responsible for Bod areas	
Contractors	Bod manage any contractors/Estates work they commission (for the areas they occupy).	Dept manage general building related works (and any contractors/Estates work they commission)	
Asbestos	Responsible for use of building areas they occupy and any works (not involving Estates)	Responsible for use of building areas they occupy and any works (not involving Estates)	Estates responsible
Legionella	N/A	Responsible for use of building and responsible for informing Estates of any changes	Estates responsible