

STATEMENT OF HEALTH AND SAFETY ORGANISATION FOR THE FACULTY OF CLASSICS

As Head of the *Faculty of Classics*, 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 Departmental Safety Officer to report to me any breach of the Policy.

All those with executive responsibility should notify me and/or the Departmental Safety Officer *Paul Tappin* 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 Department for ensuring compliance with the relevant part of University Safety Policy:

Reception(TBC): Front of House, First Aid, Travel, Fire Safety
FM: Building Works/ Contractors, Fire Safety, Security, Cleaning, PAT testing

2. ADVISORY RESPONSIBILITY FOR SAFETY

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

Departmental safety officer (DSO)

Paul Tappin is responsible for

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

Area safety officer (ASO)

Reception (TBC) has been appointed to support the DSO in his/her administrative, monitoring and advisory role.

Departmental fire officer

Reception (TBC) in conjunction with FM is responsible for advising the DSO on all matters relating to fire precautions and fire prevention in compliance with University Health and Safety Policy.

3. OTHER SAFETY FUNCTIONS

First aid

The following persons are responsible for first aid:

Elena Galloway- First Aid at Work

Milena Melfi- First Aid at Work

Emma Searle- First Aid at Work

Rosanna Saracino – First Aid at Work

First aid facilities are located as follows:

Basement Corridor

Ground Floor Kitchen

1st Floor Central Stairwell

2nd Floor Central Stairwell

3rd Floor Central Stairwell

Accident and incident reporting

Reception (TBC) is responsible for reporting any accidents or incidents promptly via IRIS to the University Safety Office.

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.

Paul Tappin

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 Departmental employees, all students and all other persons entering onto the Department's premises or who are involved in Departmental 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 Department in respect of health and safety.
- (e) Warn me and the DSO Paul Tappin 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
- (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 *Paul Tappin / Reception*
- (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/>

Head of Department Signature:

A handwritten signature in black ink, appearing to read 'K. Tong', with a horizontal line underneath.

Date: **October 23, 2024**

ANNEX

It is my responsibility, as *Head of Faculty of Classics* to 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.