

## **STATEMENT OF HEALTH AND SAFETY ORGANISATION FOR THE DEPARTMENT OF PHYSICS**

As Head of the Department of Physics, 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, the Departmental Fire Safety Officer, Pierre Van Zijl, and the Departmental Safety Officer, David Anderson, to report to me any breach of the Policy.

All those with executive responsibility should notify me and the Departmental Safety Officer 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:

The Interim Head of Administration Simon Probert is responsible for making arrangements for visitors, including contractors, for ensuring the necessary risk assessments have been made.

Principle investigators, supervisors and managers are responsible for safety arrangements for rooms under their control.

The Person responsible for the bulk storage of highly flammable and flammable liquids is Pierre Van Zijl.

I have appointed Georg Viehhauser as the senior radiation protection supervisor (SRPS) and he is directly responsible to me for the day to day coordination of radiation protection arrangements within the Department and supervision of work with ionising radiation, in accordance with the requirements of the Ionising Radiations Regulations 1999. The purpose of this supervision is to ensure compliance with the requirements of the Department's local rules for work with ionising radiation and the University's general radiation protection arrangements. The SRPS is also responsible for supervising the keeping and use of radioactive materials and the accumulation and disposal of radioactive waste, in accordance with the conditions of the University's permits under the Environmental Permitting (England and Wales) Regulations 2010. This is a supervisory role and the SRPS has my authority to direct others.

I have appointed additional radiation protection supervisors (RPSs), to provide direct supervision of work with ionising radiation carried out in the Department. The RPSs will report to the SRPS on radiation protection matters.

## **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)**

David Anderson has been appointed as DSO and is responsible for:

- advising me on the measures needed to carry out the work of the Department without risks to health and safety
- co-ordinating 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:

### **Fire Officer**

Pierre Van Zijl in his role as Building Facilities Manager is responsible for all matters relating to fire precautions and fire prevention in compliance with University Health and Safety Policy.

### **Biological Safety Officer (BSO)**

Stephen Tucker is responsible for advice on all matters relating to biological safety, and in particular on the implementation of University Policy Statement S5/09. The BSO's duties are described in University Policy Statement S5/09

### **Safety Advisory Committee**

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

David Anderson	Departmental Safety Officer, Chair of Committee
Ian Shipsey	Head of Department
Amy Webb	Chemical Specialist Officer
Lavina Snoek	Departmental Laser Supervisor
Sanna Piippo-Henderson	Deputy Biological Safety Officer

Robert Storey	Cryomagnetic Safety
Georg Viehhauser	Senior Radiation Protection Supervisor
David Sharp	Scientific Facilities Manager
Vishal Francis	Head of Technical Services
Mark Jones	Head of Electronics Engineers Group
Pierre van Zijl	Building Services
Pam Triggs	Administration
Stephen Tucker	Biological Safety Officer
Simon Probert	Head of Administration and Finance
Brian Jenkins	University Safety Office
Gavin Dalton	Academic Staff Representative
Thorsten Hesjedal	Academic Staff Representative
Dharmalingam Prabhakaran	Research Staff Representative
Vacancy -	Support Staff Representative
Vacancy	Postgraduate Representative
Vacancy	Union Representative

### **Safety Advisory Committee Remit**

The University requires each academic department to form and convene a Safety Advisory Committee. This is set out in UPS 2/01 (<https://safety.admin.ox.ac.uk/safety-advisory-committees>).

The membership of the Committee has been re-defined from October 2014 as follows:

- Chaired by the Departmental Safety Officer.
- Representative from each staff category (Academic or Effective Academic/ Research/ Support).
- Graduate student member.
- Representation is to be sought from the recognised trades unions.
- Specialist safety officers (Biological/ Buildings/ Chemical/ Laser/ Radiation/ Cryogenic) should attend and report.
- Area Safety Officer (or his/her Deputy).

The business of the meeting covers the following matters:

- Minutes of previous meeting.
- Accidents and incident reports since last meeting.
- New University Policy Statements issued since last meeting.
- Report on safety inspection round (HT meeting only).

- Specialist safety reports (e.g. Biological/ Buildings/ Chemical/ Cryogenic/ Laser/ Radiation).
- Prior consideration of new and significant risks.
- Any other business.

### **Genetic Modification Safety Committee**

I have also set up a Genetic Modification Safety Committee, whose functions are set out in University Policy Statement S5/09 and whose membership comprises:

Stephen Tucker	Biological Safety Officer – Chair
Jonathan Bath	Deputy Biological Safety Officer
Robert Ishmukahmetov	Staff Rep
Tracey Mustoe	University Biological Safety Officer
Sanna Piippo-Henderson	Deputy Biological Safety Officer
David Anderson	Departmental Safety Officer

It will meet on the request of the Departmental Biological Safety Officer, but does most of its business by email.

### **3. Other Safety Functions**

#### **First aid**

The following persons are trained first aiders:

David Anderson, Anu Dudhia, Rui Gao, Richard Gardner, Carrie Leonard-McIntyre, Mark Jones, Lucas Leung, Leanne O'Donnell, David Sharp, Sian Tedaldi, Jin Yao

First aid provisions are set out in the "First Aid" section of the Safety Handbook.

#### **Incident / accident reporting**

Incident / accident reporting is online via the University Safety Office web page

<https://safety.admin.ox.ac.uk/report-incident>

#### **Display screen assessors**

Display screen assessors are available by contacting the sub-departmental administrators or the Physics Safety Office to carry out on site assessments.

#### **Manual handling assessors**

Contact building service for guidance on the manual handling of large and/or heavy objects.

#### **Departmental laser supervisor (DLS)**

Lavina Snoek is responsible for advising the DSO on the use of laser systems and in particular, for the implementation of University Policy Statement S2/09, which also outlines the other duties of a Departmental Laser Supervisor.

**Other safety advisors may be found in the safety handbook.**

#### **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/ASO of any significant new hazards that are 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 the Physics ASO.
- j) 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 may 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:  
<https://safety.web.ox.ac.uk/topics#widget-id-1526756>

## 6. Specific Significant Risks

The following areas/activities have been identified as significant risks in this Department:

Risk	University Policy Statement	Handbook Entry	Local Rules Required
Mechanical Workshops	S2/99	✓	✓
Research Workshop	S2/99	✓	✓
Carpenters' Workshop	S4/99		✓
Laser Areas	S2/09	✓	✓
Magnet Laboratories	S4/11		✓
Cryogenic liquid gasses including the Helium Liquefier Plant	S4/03 S5/03	✓	✓
Ionising Radiation (X-ray & Radioisotopes)	S1/12	✓	✓
Biophysics Areas	S5/09	✓	✓
Practical Course		✓	✓
Fork Lift Trucks	S3/99		✓
Lifting equipment	S3/99		✓
Working at height	S3/11		✓
Working with high voltage/current	S4/10	✓	✓
Electronics Workshops – electrical test facilities	S2/99 S4/00	✓	✓
DWB and Clarendon Clean Room Facilities (Reactive Ion Etchers etc.)	S3/01		✓
Chemistry Laboratories	S3/01	✓	✓

Use of Department vehicles	S2/07		✓
Outreach	S3/13		✓
Manual Handling	S7/99	✓	✓

These activities/areas are subject to local rules and procedures, which are set out either in the Safety Handbook or in safety documentation kept by individual groups. The University Policy Statements listed above are the most relevant for the risk but not the only ones that may apply. These are available at <https://safety.web.ox.ac.uk/topics#widget-id-1526756>



Prof. Ian P J Shipsey FRS  
Henry Moseley Centenary Professor of Experimental Physics  
Head, Department of Physics

### Annexe

It is my responsibility, as Head of the Department of Physics, 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.