

STATEMENT OF HEALTH AND SAFETY ORGANISATION FOR *Centre for Immuno-Oncology*

As **Head of the Centre for Immuno-Oncology**, 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** and the **Area Safety Officer** to report to me any breach of the Policy.

All those with executive responsibility should notify me and the Departmental Safety Officer, **Dr Stanley Ng** and the Area Safety Officer, **Dr Eleanor Booth-Davis** and **Dr Graham Ross** 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 Laboratory Manager, **Dr Lucy Broom**, is responsible for making arrangements for visitors, including contractors, and for ensuring the necessary risk assessments have been made for these individuals.

The person responsible for the bulk storage of highly flammable and flammable liquids is **Dr Lucy Broom**.

In the following parts of the department, the persons named below have executive authority for safety:

- **Lucy Broom** – Responsible for all laboratories, write up space and offices.

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)

Dr Stanley Ng 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:

Divisional Area Safety Officer (ASO)

Dr Eleanor Booth-Davis and Dr Graham Ross has been appointed to support the DSO in his administrative, monitoring and advisory role.

Departmental Fire Officer

Dr Charles Parkins, Building and Facilities Manager, is responsible for advising the DSO on all matters relating to fire precautions and fire prevention in compliance with University Health and Safety Policy.

Departmental Biological Safety Officer (BSO)

Dr Lucy Broom is responsible for advice on all matters relating to biological safety, and in particular on the implementation of University Policy Statement S8/09. The BSO's duties are described in University Policy Statement S8/09.

Geraldine Gillespie/Nicola Ternette– Deputy BSO

Departmental Safety Management Committee

In addition to the above arrangements I have set up a Departmental Safety Management Committee, whose functions is to provide a strategic overview and whose membership comprises

Prof Tim Elliott – (Centre Director)

Dr Stanley Ng – (DSO)

Prof Persephone Borrows – (PI)

Prof Sarah Rowland-Jones – (PI)

Prof Andrew McMichael – (PI)

Prof Geraldine Gillespie – (PI)

Dr Nicola Ternette – (PI)

Dr Camilo Quevedo – (Unit Administrator)

Departmental 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

Dr Stanley Ng - (Departmental Safety Officer)
Dr Camilo Quevedo – (Branch Administrator)
Dr Lucy Broom – (Lab Support)
Dr Eleni Adamopoulou – (Elliott Group)
Dr Maria Aggelakopolou – (Borrows Group)
Dr Lee Garner – (Gillespie Group)
Dr Hongbing Yang – (McMichael Group)
Dr Ester Gea-Mallorqui – (Rowland-Jones Group)
Dr Robert Parker – (Ternette Group)
Dr Souvika Bakshi – (CMD Biotech)
David Bartle – (PSC Biotech)
Dr Eleanor Booth-Davis or an alternative Safety Office representative
A Student representative (optional rotating post)
A Principal Investigator (optional rotating post)

The safety committee will meet once a term.

Genetic Modification Safety Committee –

In conjunction with the other Departments within the ORCRB I have also set up a Genetic Modification Safety Committee, whose functions are set out in University Policy Statement S1/95 (Appendix 7), and whose membership comprises

Prof Len Seymour – Chair (Oncology)
Dr Lucy Broom (Centre for Immuno-Onocology)
Dr Stanley Ng (Ludwig)
Tracey Mustoe (UBSO) or Deputy
CMD Representative
Jenner Representative
IBME Representative
Oncology Representative
University Safety Office representative

It will meet when new GMO Projects have been suggested and need reviewing for all departments within the building.

3. OTHER SAFETY FUNCTIONS

First aid

The following persons are trained for first aid:

Wanlin He
Anna Kliszcak

Lucy Broom
Eleanor Williams

All Departments within the ORCRB share their first aiders and facilities and security also provide cover with trained personnel. The Centre for Immuno-Oncology will meet its obligations with respect to furnishing sufficient first aiders to meet its own requirements.

First aid facilities are located as follows:

First Aid stations, with British Standard kits are located in every main lab area and in each Kitchenette area. They are the responsibility of the Building facilities team, led by **Dr Charles Parkins**.

Accident and incident reporting

All accidents are reported to the DSO, **Dr Stanley Ng**, who in turn will notify me and make sure the IRIS system is completed.

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.

Kevin Pryor

Manual handling assessors

I have appointed the following people as Manual Handling Assessors

Charles Parkins
Stanley Ng

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.

UNISON: unisonoxford@netscape.net, Unite/Amicus: unite@herald.ox.ac.uk
UCU: ucu@ox.ac.uk

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 and reporting any defects in the Centre PPE in a timely manner.

ANNEXE

It is my responsibility, as Head of Centre for Immuno-Oncology 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.