**THE PRO-FORMA FACULTIES STATEMENT OF SAFETY ORGANISATION**

The pro-forma is intended to reflect the needs of the larger and more complex faculties. Smaller faculties with simpler managerial structures may wish to compose a simpler document, but if faculties choose not to use, or wish to modify, the pro-forma their statement must

(a) clearly define the faculties (or area) to which it applies

(b) clearly define those persons with **executive authority** to enforce the Health and Safety Policy and those with overall or specific **advisory** responsibilities to the faculty board chairs

(c) describe how staff in the faculties can contact their trade union safety representative

(d) be reviewed annually and updated when necessary

(e) be brought to the attention of all employees by the most effective means (e.g. at induction sessions; or by email distribution)

(f) be issued, signed and dated by the Faculty Board Chairs.

The statement should also identify any special risks in the Faculty and their associated control measures.

1. **THE PREAMBLE**

(g) This must clearly identify the faculties units. From time to time, faculties may have safety responsibilities for those working away from the University. The extent of such responsibilities and the arrangements to cover them should be described.

Some faculties may wish to have separate statements for Faculty units, particularly if they are housed in separate buildings. In such cases the statements should cross-reference each other. Faculties in multiple occupancy buildings may wish to draw up a common policy, which must then be signed by all the Faculty Board chairs and heads involved. In all cases the lines of responsibility back to the Faculty Board Chairs must be clearly defined.

2. **EXECUTIVE RESPONSIBILITY FOR SAFETY (SECTION 1)**

Responsibility for safety in a faculty is a managerial function. The Faculty board chair may decide not to delegate functions indicated in the pro-forma, or may add to or restrict them, but the degree of delegation must be indicated and the individual to whom the Faculty board chair is delegating duties must clearly understand both their nature and extent. Those individuals must be named and not referred to by title alone. The head must ensure that the individuals have the necessary authority to undertake the role and that they are given appropriate training.

Those in day-to-day charge of staff, students, and visitors are expected to control all associated safety matters.

1. **ADVISORY RESPONSIBILITY FOR SAFETY (SECTION 2)**

It is not always essential for Faculty Board Chair to appoint a Faculty Safety Officer (DSO) and in small Faculties without significant risks this may create unnecessary work. However, in a large Faculties or where complex processes are involved the Faculty board chair should be able to take advice from someone independent of executive responsibilities that can present an informed and unbiased view.

The Faculty Board Chair should not normally delegate executive responsibility to this person, for this is an advisory role, but sometimes they may necessarily have executive functions and these must be identified. The statement should distinguish between those who have an overall advisory function, outside of any areas for which they have executive responsibility, and those who are fulfilling a purely executive role.

The DSO should normally be responsible for co-ordinating any advice given by other specialist advisors.

1. **TRADES UNIONS (SECTION 4)**

The pro-forma's reference to University Policy Statement S2/04 describes the arrangements for consulting with the recognised trade unions. Faculties may wish to add information they hold about any local trade union safety representation.

1. **SPECIFIC SIGNIFICANT RISKS (SECTION 6)**

The statement should include a brief indication of significant risks in the Faculties and their location, together with any local written safety arrangements.

**STATEMENT OF HEALTH AND SAFETY ORGANISATION FOR THE FACULTY OF ASIAN AND MIDDLE EASTERN STUDIES.**

As Faculty Board Chair of the Faculty of Asian and Middle Eastern Studies, 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 Faculty Safety Officer and Area Safety Officer to report to me any breach of the Policy.

All those with executive responsibility should notify me and the Faculty Safety Officer,

**Thomas Hall,** and the University Safety Officer, **Gail Miller,** 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 Faculty for ensuring compliance with the relevant part of University Safety Policy:

The Administrator, **Thomas Hall,** is responsible for making arrangements for visitors,

including contractors, and for ensuring the necessary risk assessments have been made.

In the following areas of the Faculty, the persons named below have executive authority for safety:

Head of Administration & Finance, **Thomas Hall,** is responsible for safety in Faculty Building, Pusey Lane

The Khalili Research Centre, 2-4 St John's Street (Administrator: Susie Cogan)

Oxford Centre for Hebrew & Jewish Studies, Walton Street (Receptionist/Facilities Assistant: Esther Monaghan and Registrar/Academic Administrator: Madeleine Trivasse/Priscilla Lange)

Griffith Institute, Sackler Library, St John's Street (Administrator: Alison Horne in conjunction with the Curators of the Sackler Library)

Building Administrators report in the first instance to **Trudi Pinkerton.**

Day-to-day responsibility is delegated to the Deputy Safety Officer, **Trudi Pinkerton,** Faculty Building.

The facilities management team, **Louise Smith, the Facilities Assistant, Nick Gibson, and the Common Room Assistant (mornings)** are, either directly or through delegation, responsible for the Reception and Common Room areas in the Faculty Building. This team, under the direction of **Trudi Pinkerton,** is also responsible for event safety management throughout the year

2. **ADVISORY RESPONSIBILITY FOR SAFETY**

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

**Deputy safety officer (DSO)**

**Trudi Pinkerton** is responsible for

* advising me on the measures needed to carry out the work of the Faculty without risks to health and safety
* coordinating any safety advice given in the Faculty by specialist advisors and the University Safety Office
* monitoring health and safety within the Faculty 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 Faculty has the following specialist advisors: **Assistant University Safety Officer (AUSO)**

**Gail Miller** has been appointed to support the DSO in her administrative, monitoring, and advisory role.

**Faculty Fire Officer**

**Thomas Hall** is responsible for advising the DSO on all matters relating to fire precautions and fire prevention in compliance with University Health and Safety Policy.

**Faculty Safety Advisory Committee**

**The Faculty holds a staff meeting every term and Health and safety items are sectioned on the agenda. In addition, health and safety matters are also a fixed item on the agenda of the Curators Committee which meets twice a term.**

In addition to the above arrangements, the Humanities Divisional Health and Safety Committee, meets once a term and whose functions are set out in University Policy Statement S2/0. The Committee is comprised of the following:

Deputy Safety Officer for Asian and Middle Eastern Studies, **Trudi Pinkerton,** all Divisional Deputy Safety Officers, University Safety Officer, Gail Miller or one of her colleagues, and Humanities Divisional Secretary, **Lynne Hirsch.**

The Committee's terms of reference are

* Attendance & apologies
* Minutes of previous meeting
* Matters arising
* New items
* New University Policies
* New Memoranda
* New code of practices
* Accident/injury and near miss statistics and reports
* New statement of safety updates and gaps identified
* Training: recommendations, new and on-going
* Any other business (AOB)
* Date of next meeting

**OTHER SAFETY FUNCTIONS**

**First Aid**

The following persons are responsible for First Aid:

**Louise Smith** (Receptionist, Faculty Building.T: 78200), holds a full First Aid at Work certificate. Christine Mitchell (Senior Academic Administrator, Faculty Building. T: 78294), holds a full First Aid at work certificate. Susie Cogan (Administrator at the Khalili Research Centre (T: 78222) holds a full First Aid at Work certificate and can be called on in an emergency. The Facilities Assistant is the appointed person.

At the Bodleian Taylor Institute Library, the Taylor Institution Lodge staff (T: 78142) can locate the Modern Languages First Aiders who are as follows:

**Piotr Szkonter**, Bodleian Taylor Institute:07901747370, Mon-Thurs 8.30-5.00, and **Trevor Langrish** 07932047293, office (2)78152/(2)78141/(2)78158 (Taylor Library) Tues-Thurs 9.50-3.30.

Taylor Premises Lodge: (2)78142

**Rachel Bell**, 41 Wellington Square (First Aid at Work): (2)70759 Mon-Thurs 8.45-4.45 & Fri 8.45-3.15

**Digna Martinez-Sabaris**, 47 Wellington Square (First Aid at Work): (2)70461 Mon-Thurs 8.45-5.15 & Fri 8.45-4.15 (hours tbc MT21)

**Simon Ayloff**, Department of Social Policy and Intervention, (First Aid at Work) Tel. (2)70325

**Rewley House First Aiders (2)70360:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Lilian | Muinde | Normal | 80379 | Rewley | Res. Centre |
| Esther | Olave | Normal | 80155 | Rewley | Reception |

First Aid facilities are located as follows:

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Faculty Building: Kitchen, Lodge plus a defibrillator, and Faculty Office

Clarendon Institute: Foyer, plus a defibrillator.

Khalili Research Centre: Kitchen

Griffith Institute: Administrator's Office, Archive Office, Director's Office

Modern Languages at 41 Wellington Square: defibrillator

**Accident and incident reporting**

**Louise Smith and Trudi Pinkerton** have responsibility for the Faculty online accident/incident report forms and for ensuring accidents are reported promptly to the University Safety Office. From 1 June 2020, a new online system was introduced to record health and safety, and environmental incidents. The Incident Reporting and Investigation System (IRIS) replaces paper incident forms, and enables staff and students to log incidents securely online. Information about IRIS, including system user guides and supporting videos, and instructions on how to report an incident is available at [University Safety Office website](https://safety.admin.ox.ac.uk/) under Incident Reporting.

Completing an online incident report form for accidents/incidents in other Faculty buildings also allows the person completing the form to report these accidents/incidents to Louise Smith and Trudi Pinkerton.

**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.

**Elizabeth Cull** (T: 88200) is the Display Screen Assessor. The DSE Coordinator for assessments is **Trudi Pinkerton** (T: 88202)

**Manual Handling Assessors**

I have appointed the following people as Manual Handling Assessors **Safety Office** (T: 70811) and **Facilities Assistant**

**Ladder Safety Assessor**

I have appointed the following people as Ladder Safety Assessors **Safety Office** (T: 70811) and **Facilities Assistant**

***Travel Risk Assessment Screening Team***

I have appointed the following people to help screen my decision approvals on overseas travel **Medium/ high risk** areas and high risk activities according to the FCO information and advice.

Year Abroad Coordinators as follows:

**Arabic Husam Haj Omar MT23**

**Persian Edmund Herzig/Sahba Shayani MT23**

**Turkish Emine Cakir MT23**

**Japanese Junko Hagiwara MT23**

**Chinese Shioyun Kan MT23**

**Hebrew Adriana Jacobs MT23**

**Trudi Pinkerton,** liaising with student supervisors and Year Abroad Coordinators where applicable, and in consultation with the Safety Office, and Insurance Office as required.

**Low risk areas**of travel and low risk activities

**Trudi Pinkerton**

Year Abroad Coordinators as follows:

**Arabic Husam Haj Omar MT23**

**Persian Edmund Herzig/Sahba Shayani MT23**

**Turkish Emine Cakir MT23**

**Japanese Junko Hagiwara MT23**

**Chinese Shioyun Kan MT23**

**Hebrew Adriana Jacobs MT23**

1. **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.orq.uk**](http://www.oxforducu.orq.uk)

Unite (was Amicus): **http://users.ox.ac.uk/—unite** UNISON: [**http://users.ox.ac.uk/--unison**](http://users.ox.ac.uk/--unison)

1. **INDIVIDUAL RESPONSIBILITY**

All Faculty employees, all students, and all other persons entering onto the Faculty premises or who are involved in Faculty 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**

1. Make sure that their work is carried out in accordance with University Safety Policy
2. Protect themselves by properly wearing any personal protective equipment that is required.
3. Obey all instructions emanating from the Faculty Board Chair, Faculty Safety Officer, and Area Safety Officer, in respect of health and safety.
4. Warn me and the DSO/AUSO, **Trudi Pinkerton and Gail Miller,** of any significant new hazards to be introduced to the Faculty or of newly identified significant risks found on the premises or in existing procedures.
5. Ensure that their visitors, including contractors, have a named contact within the Faculty with whom to liaise.
6. Attend training where managers identify it as necessary for health and safety
7. Register and attend for health surveillance with the Occupational Health Service when required by University Safety Policy.
8. Report all fires, incidents, and accidents immediately to **Thomas Hall** (FSO) or **Trudi Pinkerton** (DSO).
9. Familiarise themselves with the location of firefighting equipment, alarm points and escape routes, and with the associated fire alarm and evacuation procedures.

**Individuals should**

1. 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.
2. Offer any advice and suggestions that they think may improve health and safety.

© Note that University Policy Statements are available on the web at htto://[www.admin.ox.ac.uk/safety/oolicy-statements/](http://www.admin.ox.ac.uk/safety/oolicy-statements/) and in hard copy on request from the Senior Facilities Administrator (Resources), Faculty Office, Faculty Building.

**6.** **SPECIFIC SIGNIFICANT RISKS**

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

**Field work**

**Work-Related Violence**

Insurance application and risk assessment documentation, insurance policy and emergency contact details, relevant University policy statements, and all relevant current documentation specific to the areas of travel and activities undertaken, are located on the Faculty website and in the Faculty Office, Oriental Institute. A risk assessment on Work-Related Violence is updated annually and forms part of the Disaster Recovery Plan documentation, a copy of which is located in the Lodge and the Faculty Office, Faculty Building, and is also kept on file at the Humanities Division and at Security Services.

Faculty Board Chair: David Rechter Date: 21st July 2022

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Statement returned: July 2022

Statement Updated:

**ANNEXE**

**It** is my responsibility, as Faculty Board Chair, 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.