

# **School of Anthropology and Museum Ethnography (SAME)**

# **Statement of Safety Organisation**

**Revised October 2016**

**Professor David Gellner**

**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.

Mr N Clarke is responsible for making arrangements for visitors (including contractors) for the School of Anthropology and Museum Ethnography, Miss S-J White for the Institute Of Human Sciences, Ms V Kingsman (COMPAS), Mrs J Williams for ICEA and Miss S Richardson for InSIS. This will involve 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 and 61 Banbury Road)**

Mr N Clarke      Ext 74624

### **Institute Of Human Sciences (58A Banbury Road)**

Miss Sarah Jane-White Ext 74702

### **Computer Suites (43, 51-53, 58 and 58A Banbury Road)**

Mr R Highman    Ext 74629

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

MS V Kingsman Ext 74700

### **Institute of Cognitive and Evolutionary Anthropology (64, 75 Banbury Road)**

Mrs J Williams    Ext 74678

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

Miss S Richardson Ext 78818

**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)**

Mr N 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)**

Dr Christine Williams

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

**DEPARTMENTAL FIRE WARDENS**

Miss S Richardson, and Mr S Alsamhourri (InSIS/ISCA)

Ms S-J White (Human Sciences)

Ms V Kingsman (COMPAS)

Mr S Alsamhourri (ICEA/InSIS)

are responsible for all matters relating to fire precautions and prevention to ensure compliance with the University Health and Safety Policy.

**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:

G Middleton (Head of Administration & Finance and Chair)

D Gellner (Head of School)

K Atherton (Representative for ISCA)  
C Williams (Area Safety Officer)  
N Clarke (Department Safety Officer)  
V Kingsman (Representative for COMPAS)  
S-J White (Representative for Human Sciences)  
Stacey Richardson (Representative for InSIS)  
David Pratten (Academic 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:

Vicky Kingsman (58 Banbury Road)	Ext 74700
Martin Pevsner (51 Banbury Road)	Ext 74671

First aid boxes are located in the following locations:

43 Banbury Road (Staff Common Room)  
51-53 Banbury Road (General Office)  
58A Banbury Road (Kitchen)  
58 Banbury Road (Common Room)  
61 Banbury Road (Basement kitchen)  
64 Banbury Road (Kitchen)  
75 Banbury Road (On computer server inside doorway)

#### **Accident reporting**

Mr 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.

C Williams  
N Clarke

## **Manual handling assessors**

I have appointed the following people as a Manual Handling Assessor

C Williams

## **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](mailto:unisonoxford@netscape.net)

Unite/Amicus: [unite@herald.ox.ac.uk](mailto:unite@herald.ox.ac.uk)

UCU: [ucu@ox.ac.uk](mailto:ucu@ox.ac.uk)

## **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 Mr N Clarke.

i) 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/notes.shtml> and in hard copy in the general offices of 51 and 58 Banbury Road.

## **7. 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

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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

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### 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>
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Water	Fires involving wood, paper, textiles, etc.
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CO2	Electrical & flammable liquid fires
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Foam	Fires involving wood, paper, textiles etc and flammable liquids
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- 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:

<b><i>Building</i></b>	<b><i>Assembly Point</i></b>
43 Banbury Road	Car park in 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
75 Banbury Road	Pavement in front of 61 Banbury Road

## **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

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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 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 eight weeks** before any planned activity individuals should begin the following steps to comply with University procedure:
  - Completion of CUREC forms (for fieldwork);
  - Completion of a Travel Evaluation Form (all travel);
  - Completion of a Full Risk Assessment (if necessary), and;
  - Completion of Travel Insurance Form (and payment for Insurance if necessary).

### CUREC forms

All students/staff should complete a CUREC form before commencing fieldwork. Information on completion of CUREC forms can be found at: <http://www.anthro.ox.ac.uk/current-students/forms/>

### Travel Evaluation form

All students/staff must complete a Travel Evaluation 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.

At the end of the form you are asked to sign off a disclaimer stating 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.

#### 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 reminder 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 object 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.

#### Travel Insurance

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/insurance/travel.shtml>.

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/services/travel.shtml>). 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, Miss 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](mailto: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 (<http://www.isca.ox.ac.uk/about-us/safety-fieldwork-and-ethics/code-of-practice-in-safety-and-overseas-travel/>) or by email to the Personnel and Departmental Safety Officer – Neil Clarke at [michelle.mhlanga@anthro.ox.ac.uk](mailto:michelle.mhlanga@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:

<b>Inspection</b>	<b>Example of fault</b>
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.