

School of Anthropology and Museum Ethnography (SAME)

Statement of Safety Organisation

Revised July 2023

Dr David Pratten

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 the first section

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 Divisional Safety Officer to report to me any breach of the Policy.

All those with executive responsibility should notify their Departmental Safety Officer or the Divisional 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.

Andrew Macdonald is responsible for making arrangements for visitors (including contractors) for all the SAME buildings. This will involve carrying out suitable risk assessments as appropriate.

In the areas listed below, the persons named have overall executive authority for safety.

All School Buildings, Staff and Students: Head of Administration and Finance (HAF): Catherine Lieben. Responsible for day to day control over all core School activities and functions, and internal building spaces, including the implementation of Health and Safety policy and all due measures, with the support of individual department heads and staff. All support staff report to the HAF.

All School Buildings, Staff and Students: Deputy Head of Administration and Finance (Deputy HAF): Head of HR and Projects: Lisa Bligh. In the absence of Catherine Lieben: Responsible for day to day control over all core School activities and functions, and internal building spaces, including the implementation of Health and Safety policy and all due measures, with the support of individual department heads and staff.

Circulation Space, Lecture Rooms and Offices (43, 51-53, 61 Banbury Road and the Ground and First Floor of 64 Banbury Road) Andrew Macdonald Ext 74672

Institute Of Human Sciences (58A Banbury Road) Sarah Jane-White Ext 74702

Computer Suites (51-53, 58 and 58A Banbury Road) Rob Highman Ext 74629

Centre on Migration, Policy and Society (COMPAS) (58 Banbury Road Nathan Grassi Ext 74711

Institute of Cognitive and Evolutionary Anthropology (64 Banbury Road) Antonella Surdi 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)

Andrew Macdonald 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:

DIVISIONAL SAFETY OFFICER (DIV)

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

GPC – GENERAL PURPOSES COMMITTEE

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

- ☑ Head of School (ex officio, Chair)
- ☑ Head of Administration & Finance (ex officio)
- ☑ (Deputy HAF) HR & Projects Manager (ex officio, Secretary)
- ☑ Director of Graduate Studies (ex officio)
- ☑ Executive Assistant to HoS and HAF
- ☑ Premises Officer (ex officio)
- ☑ IT Manager (ex officio)
- ☑ Finance Manager (ex officio)
- ☑ Academic Administrator (or Graduate Courses Administrator) (ex officio)
- ☑ Up to two members of academic staff, including preferably one member of the research community
- ☑ Two graduate student representatives, preferably 1 PGT and 1 PGR (Chair of JCC or its representative(s))

The Committee's terms of reference are

The Committee has a remit to consider operational issues for SAME to include:

- ☑ Health & Safety
- ☑ Travel
- ☑ Building
- ☑ IT

It will report to the School Management Board (SMB), which meets termly.

Its duties and responsibilities include:

- (i) Review health & safety procedures and reports, and make recommendations to SMB on changes to health & safety processes
- (ii) Oversee the production of the departmental statements of safety
- (iii) Review proposals relating to projects for current buildings and space improvements or refurbishment, including reviewing its budgets
- (iv) Review proposals for future buildings, including plans for new premises, making recommendations to SMB
- (v) Review reports on IT equipment and set up, including approving policies, priorities and projects, sharing information on university-wide IT initiatives, and reviewing the schools (SAME & OSGA) IT budget and expenditure
- (vi) Review reports on staff and students travel and safety in fieldwork
- (vii) Review and regularly update the School's Disaster Plan (including ensuring emergency contact details are up to date) and the need for the Bronze group to be reinstated.

It will meet Termly.

DEPARTMENTAL FIRE WARDENS

The staff members below are responsible for all matters relating to fire precautions and prevention to ensure compliance with the University Health and Safety Policy. They have all attended the university's Fire Marshal training course.

Andrew Macdonald 74672 (all buildings)

Nathan Grassi Ext 74711 (COMPAS)

Antonella Surdi Ext 78818 (InSIS)

3. OTHER SAFETY FUNCTIONS

DEPARTMENTAL FIRST AIDERS

Andrew Macdonald Ext 74672 (all buildings)

Nathan Grassi Ext 74711 (COMPAS)

Mel Goodchild Ext 74670 (51/53 Banbury Road)

Delphine Boagey Ext 74711 (COMPAS)

ACCIDENT AND INJURY REPORTING

This should be done in the first instance via the University's website <https://safety.admin.ox.ac.uk/incident-reporting#/> which will be reviewed by the DSO for any further actions necessary.

DISPLAY SCREEN ASSESSORS

Andrew Macdonald has been trained as a DSE assessor, and should be contacted in all matters relating to assessments via email andrew.macdonald@anthro.ox.ac.uk. Self-assessments can be completed on the University Website on the link <https://occupationalhealth.admin.ox.ac.uk/dse-assessment>

AUTOMATED EXTERNAL DEFIBRILATORS (AEDs)

The school has an AED, which is located in the 51/53 kitchen on the 1st floor. This is to be used in the case of an unresponsive casualty who is not breathing. The first aiders listed above have been trained in its use, however the device is fully automated and requires no training for its use. The device is inspected monthly by the DSO to ensure it is in working condition.

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 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/DIV 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) Report all fires, incidents, and accidents immediately to Andrew Macdonald (DSO).
- 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 <https://compliance.admin.ox.ac.uk/policies-and-statements>

and also 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 S4/10 on the University website on <https://safety.admin.ox.ac.uk/electricity>

Appendix A

HEAD OF SCHOOL RESPONSIBILITIES

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.

Appendix B

FIRE ORDERS

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.

Type Suitable Fires

Water Fires involving wood, paper, textiles, etc.

CO2 Electrical & flammable liquid fires

Foam Fires involving wood, paper, textiles etc and flammable liquids

- If successful in fighting the fire report to the Fire Warden at the assembly point.
- If the fire is considered to be too large, or if it might 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 Fire Warden or Security Services at the assembly point.
- Do not re-enter the building until authorised to do so by the Fire Warden, 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 Fire Warden, Security Services or Fire Service.

ACTIONS REQUIRED FROM OTHER GROUPS

Fire Warden

The Fire Warden 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:

<i>Building</i>	<i>Assembly Point</i>
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
43 Banbury Road	Car park to the rear of 43 Banbury Road

FIRE ALARM TESTS

Fire alarm tests (indicated by a short burst of the alarm) are made on a routine basis, usually on Monday mornings. 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.**

Appendix C

CODES OF PRACTICE ON SAFETY IN FIELDWORK AND OVERSEAS TRAVEL

Fieldwork is any teaching or research activity performed in places outside the control of the University, but where it retains responsibility for the safety of the employee/student.

All fieldwork, whether conducted overseas or in the UK, requires a risk assessment.

Overseas conferences require a risk assessment - please fill in the low-risk first section of the overseas risk assessment.

Once the risk assessment is approved, you will be sent an updated version, which you will need for your travel insurance application. Please do not apply for travel insurance until you have received the approved risk assessment.

Risk assessments should be sent to risk@anthro.ox.ac.uk.

Everyone undertaking travel in the UK or overseas, including fieldwork and attending conferences and meetings abroad, is required to fill in a full written risk assessment ([full written risk assessment for overseas travel and/or fieldwork](#) and [UK fieldwork risk assessment](#)). When completing the full written risk assessment the first step is to consider The Foreign, Commonwealth and Development Office (FCDO) [website](#). 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.

Please note the FCDO website should be consulted on a regular basis before travel and a risk assessment updated where necessary should a situation in a country change.

Students should complete the forms in conjunction with their supervisor and should also plan to have contact with your supervisor at least once a month while on fieldwork, and **at least every two weeks** in FCDO-flagged destinations or when carrying out other activities identified as high-risk.

University insurance cover is strongly advised. The online application form can be accessed at the following site and will require your Oxford Single Sign-On credentials: <https://travelinsurance.admin.ox.ac.uk>. Full details of the University insurance cover can be found on the university website. If you are not taking university insurance you must complete the [Travel Evaluation Form](#) (if your fieldwork is taking place in the UK, use the [UK fieldwork risk assessment](#)) and have it approved before fieldwork travel can begin. The UK fieldwork risk assessment/Insurance Application and Full Risk Assessment provide the department with the information needed to monitor your safety while you are away.

Staff

Two steps must be completed and approved before fieldwork or business travel begin (even if travel insurance is not required).

- **University insurance cover** is strongly advised. The online application form can be accessed at the following site and will require your Oxford Single Sign-On credentials: <https://travelinsurance.admin.ox.ac.uk>. Full details of the University insurance cover can be found on the university website. If you decide against a University insurance application you will need to complete a [Travel Evaluation Form](#) (if your fieldwork is taking place in the UK, use the [UK fieldwork risk assessment](#)) to provide the department with the emergency contact details it needs.
- the [Full Risk Assessment](#)

Important, and in addition to University insurance: you must obtain a **UK Global Health Insurance Card** (UK GHIC) or **UK European Health Insurance Card** (UK EHIC) for travel in European Economic Area (EEA) countries and Switzerland. This will cover you for emergency medical treatment only. You can apply for this on line [here at the NHS website](#).

Contact

All completed travel-related forms should be returned to [Kate Atherton](#) at least **6 weeks before** departure. If you have any questions, please contact Kate at risk@anthro.ox.ac.uk.

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 S4/10, details of which can be found on the University website:

<https://safety.admin.ox.ac.uk/electricity>

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. The 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 DSO 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 DSO 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:

Inspection	Example of fault
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 the DSO.