



**Estates Services**

## FACILITIES MANAGEMENT

# St Cross building

Statement of health and safety organisation



May 2018

On behalf of the Director of University Estates Services and on behalf of the St. Cross Building Management Panel, I am responsible for ensuring compliance with the University Health and Safety policy, within the boundaries of the St Cross Building.

My responsibilities are set out in the annex to this covering letter. Parts of the St Cross Building are allocated to Libraries and Academic Departments with responsibilities to others. This document describes these and also the advisory arrangements within the building. This document should be part of each departments own Statement of Safety Organisation.

## 1. **Executive Responsibility for Safety**

Every employee with a supervisory role is responsible for ensuring, in accordance with the law, the health and safety of staff, students and other persons in their area of responsibility and for anyone who may be affected by their work activities. In particular, the responsibilities listed in the Annex, sections A, D, E, F, and G.

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

a.	Circulation space	Mr. G Newman
b.	Lecture/seminar rooms	Mr. G Newman
c.	Workshop and Plant rooms	Mr. G Newman
d.	FM offices, storerooms and common rooms	Mr. G Newman
e.	The English Faculty Library	Ms. J English
f.	The Law Faculty	Prof. A Davies
g.	The Bodleian Law Library	Ms. H Garner
h.	The English Faculty	Prof. S Perry

All those with executive responsibility should notify the Departmental Safety Officer (DSO) of any planned, new or newly identified hazards in their area and also of those control measures needed to avert any risks involved.

As it my duty to ensure adherence to the University Health and Safety Policy, I must instruct every employee with a supervisory role, and the DSO, to report any breach to their Department Head.

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 as are affected. For short periods of absence the following arrangements apply:

- a. The University Senior Facilities Manager will substitute as the Sub Department Safety Officer.

- b. Mr. G Newman is responsible for making arrangements for visitors (including Contractors). This will involve carrying out suitable risk assessments as appropriate.

## **2. Advisory Responsibility for Safety**

I have appointed those listed below to advise the St. Cross Building Management Panel on matters of health and safety within the building. If any member of the building staff does not take their advice, I must be informed. Exceptionally, 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. G Newman is responsible for:

- a. Advising the St. Cross Building Management Panel on the measures needed to carry out the day to day work of the building, without risks to health and safety.
- b. Coordinating any safety advice given by specialist advisors and the University Safety Officer.
- c. Monitoring health and safety within the buildings and reporting any breaches of the Health and Safety Policy.

### **Departmental Fire Officer**

Mr. G Newman is responsible for advising the St. Cross Building Management Panel on all matters relating to fire precautions and fire prevention within St. Cross Building.

### **Departmental Electrical Safety Supervisor**

Mr. G Newman is responsible for advising the St. Cross Building Management Panel on all matters relating to electrical safety within the St. Cross Building to ensure compliance with University Health and Safety Policy [and in particular for the implementation of University Policy S4/10].

### **Display Screen Assessor**

Each Department must appoint a Display Screen Assessor. Departments are responsible for their own users of DSE. No one assessor should be expected to assess more than 50 persons. The following are trained Assessors: [Mr G Newman - SFM](#)

## Building Safety Advisory Committee

There is not a separate Safety Advisory Committee, The Building Management Panel would ensure that an agenda item, Building Safety Issues, would be part of the regular Management Panel meetings. This would discuss the relevant items that had been brought to the Department/Divisional Safety Meetings.

The purpose of the Agenda item is to:

- a. Discuss building accident statistics and trends
- b. Examine inspection reports
- c. Consider relevant reports or complaints
- d. Review safe working procedures, guidance and safety training
- e. Plan safety inspections, safety weeks and publicity

### 3. Trade Unions and Appointed Safety Representatives

Employees in the building who wish to consult their representatives should contact the senior safety representative of the appropriate trade union as listed in the University Policy Statement S2 /04. If you are unable to contact this person you should try to contact the nearest representative who will advise you further.

### 4. First Aid

The following persons are deemed competent for first aid:

a.	Mr. G Newman	Senior Facilities Manager	71480
b.	Mr Toby Woodforde	Building Supervisor MRB	81160
c.	Ms E Read	Reception Manor Road Building	81160
d.	Security Service	Old Observatory - evenings	72944
e.	Ms E Berchadenko	Bodleian Law Library	71462
f.	Ms B Paton	Bodleian Law Library	71462
g.	Ms M Walker	Bodleian Law Library	71462
h.	Mr Stephen Belcher	Building Supervisor STX	71481
i.	Mr Peter Frater	Reception MRB	81160
j.	Mr Diego Aquilar	Reception MRB	81160

The first aid kits are located in the following places:

- a. Main desk Bodleian Law Library
- b. Ground Floor, adjacent to the lift entrance – First Aid Room plus AED.
- c. English Faculty Library office.
- d. Law Faculty kitchen
- e. Building reception

## 5. Individual Responsibility

All University employees, students and all other persons entering onto the St Cross Building premises, or who are involved in departmental activities, are responsible for exercising care in relation to themselves and others who may be affected by their actions or omissions. Those in immediate charge of visitors (including contractors) should ensure that they adhere to the requirements of the University Health and Safety Policy as appropriate.

You must:

- a. Make sure that your work is carried out in the approved way and in accordance with University policy
- b. Protect yourself and others by wearing the personal protective equipment provided and by using any guards or safety devices provided
- c. Obey all instructions emanating from Heads of Department in respect of health and safety.
- d. Warn the DSO of any significant new hazards to be introduced or newly identified significant risks found in present procedures.
- e. Give your visitors (including contractors) a named contact within the building, with whom to liaise. Currently this is George Newman or Bert Heath
- f. Offer any advice and suggestions that you think may improve health and safety
- g. Report all fires, incidents and accidents immediately to George Newman.
- h. Familiarise yourself with the location of fire fighting equipment, alarm points and escape routes, together with the procedures to be followed in the event of a fire
- i. If you are in doubt about any matter of health and safety consult your supervisor or the DSO.

Individuals should offer any advice and suggestions that they think may improve health and safety.

**Note:** *The University Policy statements can be found in your department's administrative offices or with the DSO and are available for your consultation.*

### Specific Arrangements

The following areas present identified significant risk in the building:

- a. The Boiler/Plant rooms. The Estates Services holds documentation, the keys are held by the University Senior Facilities Manager. Access is by authorised persons only.
- b. The Senior Facilities Assistant workshop. Records and keys are held by the University Senior Facilities Manager

- c. All lift motor rooms. The University Senior Facilities Manager holds inspection reports and keys. Access is by authorisation only.
- d. Roof areas. No one is allowed access to St Cross Building roof spaces without the prior permission of the Senior Facilities Manager.

January 2018

Mr G Newman  
Senior Facilities Manager  
On behalf of  
St Cross Building Management Panel  
Tel: 71480

### **Annex to Statement of Health and Safety Organisation**

It is my responsibility, directly, or through delegation (which is detailed and in writing), in accordance with the law:

- A. To ensure adherence in all respects to the Health and Safety Policy of the University of Oxford and in particular to ensure the necessary resources for implementation are available.
- B. To plan, organise, control, monitor and review the arrangements for health and safety including the arrangements for any visitors (including contractors).
- C. To carry out general risk assessments and specific risk assessments as required by health and safety legislation.
- D. To ensure all work procedures under my control are safe and without risks to health.
- E. To ensure that training and instruction have been given in all relevant procedures including emergency procedures.
- F. To inform the University Safety Officer before any significant hazards are introduced or when significant hazards are identified.
- G. To investigate and keep a record of all cases of ill health, accidents, hazardous incidents and fires, and to report immediately to the University Safety Officer any serious or potentially serious accidents, incidents or fires.



# FACILITIES MANAGEMENT

Estates Services

Facilities Management team

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[www.admin.ox.ac.uk/estates/ourservices/fm](http://www.admin.ox.ac.uk/estates/ourservices/fm)