



UNIVERSITY OF OXFORD STATEMENT OF HEALTH AND SAFETY POLICY

The general provisions of the Health and Safety at Work etc. Act 1974 impose a duty on all employers to ensure, as far as is reasonably practicable, the safety of their employees at work by maintaining safe plant, safe systems of work, and safe premises, and also by ensuring adequate instruction, training and supervision. The University is also bound by the Act to ensure the safety of all other persons, who (though not employees) may be affected by the University's work activities.

The University has established a Safety Executive Group, which reports to Council, with the responsibility to determine the health and safety management strategy and policies necessary for the University to discharge its legal obligations regarding health and safety. There is also a Consultative Committee for Health and Safety, which includes representatives of the recognised trades unions together with others representing a wide spectrum of interest in the University. The Consultative Committee will support the Safety Executive Group on the development of health and safety policies and the appropriate health and safety culture for the University. The organisation and arrangements are set out in a series of SEG guidance notes.

The Safety Executive Group has two co-chairs appointed by the Vice Chancellor. The Safety Executive Group nominates the chair for the Consultative Committee. The Safety Executive Group is supported by a network of competent health and safety advisers, which includes SEG standards groups for radiation, biological safety, and other specialised needs.

The University completed a major review of the Health and Safety arrangements during 2020. Policies and arrangements continue to be reviewed and revised, as part of the EveryDaySafe programme, to ensure appropriate actions are being taken in all areas and to support an active safety culture. Staff are encouraged to engage in the various materials provided to support this programme.

The Act requires every employer to prepare a written statement of general policy with respect to the health and safety at work of his employees and the organisation and arrangements in force for carrying out that policy, and to bring the statement to the notice of all his employees. Council therefore circulates the following Statement of Safety Policy:

It is the policy of the University, and the responsibility of Council, to adopt all reasonably practicable measures:

- (a) to secure the health, safety and welfare of all employees at places of work under the University's control and elsewhere when performing their duties;
- (b) to protect students and other persons who are lawfully on University premises against risk to their health or safety which might arise out of activities in those places;
- (c) to maintain safe plant, machinery and equipment and a safe and healthy place of work;
- (d) to commit to continuous improvement in the management of health and safety.

It is also the policy of the University to ensure that all members of the University and its staff are aware of their individual responsibility to exercise care in relation to themselves and those who work with them. To this end individuals are enjoined to:

- (a) familiarise themselves with University Safety Policy and any departmental or unit safety requirements;
- (b) take reasonable care that all procedures used are safely carried out, and seek expert advice in any case of doubt;
- (c) warn of any special or newly identified hazards in existing procedures or risks in new procedures about to be introduced;
- (d) report accidents or incidents promptly, using the University's Incident Reporting and Investigation System (IRIS);
- (e) familiarise themselves with fire and emergency and escape routes; and
- (f) where required by University policy, register with the Occupational Health Service for health surveillance purposes.

Where self-employed persons or contractors and their employees carry out work on University premises, they must comply with standards of safe working contained in any regulations or codes of practice applicable to their operations, and in the University's safety policy.

Divisional heads have management responsibility for health and safety within their divisions. They provide assurance to Council that divisions are functioning in accordance with legal requirements and with the University's policies. Heads of division must chair a divisional safety committee that proactively promotes and supports an active safety culture.

Heads of departments and institutions, and faculty board chairs in the Humanities Division, are responsible for the health, safety, and welfare of all persons who are lawfully in the buildings under their charge and are required to bring to the notice of all employees a written statement describing the organisation and arrangements for safety within their departments, institutions or units.

Responsibility for implementing University Safety Policy rests with heads of departments and institutions or with faculty board chairs. In order to provide expert advice on matters of health and safety, the Council has appointed the following University Officer:

- Interim Director of Occupational Health and Safety

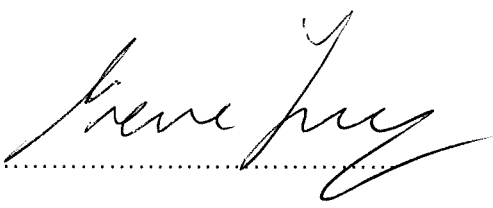
The policies of the University on specific legislative requirements and other matters are issued as SEG guidance notes, University policy statements, and other relevant documents such as Estates Standing Orders. Advice on specific hazards and technical items is produced by the Safety Network. This is coordinated by the University Occupational Health and Safety Office, with support from the Safety Network Steering Group.

Heads of departments must appoint suitable members of their staff as departmental safety advisers to support them and to liaise with University officers. Area safety officers are appointed in high-risk departments and divisional safety officers are appointed in all divisions, in order to enhance the departmental safety officer system.

Any department using ionising radiation must have a system of radiation protection management based on departmental radiation protection supervisors, whose task is to ensure compliance with statutory regulations and local rules. Departments carrying out genetic modification work must appoint a departmental biological safety officer.

This Policy supersedes all previous versions of University Safety Policy. It will be reviewed annually by the Safety Executive Group.

The names of the chairs of the committees and SEG standards groups and of the University officers are given in the Appendix A.

Signed  Date *January 28th 2025*

Irene Tracey
Vice-Chancellor

Appendix A: List of Health & Safety Committees, SEG Standards Groups and University Officers

Safety Executive Group (SEG)

Co-Chair – Mrs G Aitken (Registrar)

Co-Chair – Professor M Maiden (Head of Biology)

Consultative Committee for Health and Safety

Chair – Dr M Koumaditis (Director of People)

Biorisk Management SEG Standards Group

Chair – Professor M Carroll (Pandemic Sciences Institute)

Ionising Radiation SEG Standards Group

Chair - To be confirmed

Safety Network Steering Group

Chair – Mr B Jenkins (Interim Director of Occupational Health and Safety Office)

SEG Risk Management Working Group

Chair – Mr B Jenkins (Interim Director of Occupational Health and Safety Office)

Interim Director of Occupational Health and Safety Office

Mr B Jenkins

University Occupational Health & Safety Office

Contact details for officers available at:

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