

CURRENT AGREED PERFORMANCE STANDARDS FOR HEALTH AND SAFETY

ISSUE	OUTCOME	BY WHOM	WHEN
<p><u>Safety Policy</u> – School Safety policy will be subject to an annual review undertaken by School Safety Adviser on behalf of the Health and Safety Committee (HSC). Aim of the review is to ensure that the policy reflects any changes to the School structure & organisation. Any significant changes to the Safety policy, which arise as result of the review will be subject to consultation and approved by Council.</p>	To ensure compliance with the Health and Safety at work etc Act. and to ensure that the policy is relevant and up-to-date.	HSA. & HSC	Annually
<p><u>Local Policy Statements</u> Each Department will have a local safety policy, which identifies how the School's health and safety policy will be implemented in the department, using proforma model where appropriate.</p>	Who does what, how and when in respect to health and safety functions at an operational level are clearly set out.	DMs & HODs	Annually
<p><u>Induction Information</u></p> <p>1. Each employee to receive appropriate health and safety induction information/training.</p> <p>2. All Students to receive appropriate information on the School's fire and emergency procedures both on campus and halls of residence.</p> <p>3. Organisers of events & public lectures at the School are provided with appropriate information on the School's fire and emergency procedures. Condition of hirer agreement will be that this is passed onto persons attending events.</p>	<p>Employees understand their role in implementing the School's arrangements for health and safety.</p> <p>Students will be able to respond appropriately in an emergency.</p> <p>To enable visitors to respond appropriately in an emergency.</p>	<p>HSA & DMs & HODs HR and SDU</p> <p>H & S and Halls</p> <p>HSA & E & C.</p>	<p>Within 6 weeks of joining LSE.</p> <p>Freshers Week</p> <p>As Required.</p>
<p><u>Risk assessments of Computer workstations (Display Screen Equipment)</u></p> <p>a) DSE users to be issued with "self – assessment" checklist.</p> <p>b) Full assessment to be undertaken of computer workstation</p>	Potential problems are identified at an early stage, HS resources targeted at areas with greatest risk. Reduction of musculo-skeletal conditions reported.	DM & HODs & HSO	<p>Self – Assessment Issued With 2 Weeks Of Starting Work.</p> <p>Within 2 Weeks Of Any Problems Reported By User.</p>

<p><u>Risk Assessments</u> Model risk assessments to be produced for tasks or operations that are common through-out the School, e.g. handling of water bottles.</p>	Simplify risk assessments for departments whilst achieving compliance with the Management of Health and Safety at work Regulations.	HSO	As Required.
<p><u>Annual report on health and safety issues to be made to Council</u></p>	Ensure that the Council are informed of the relevant issues so that they can discharge their responsibilities for health and safety.	HSO & HSC	Annually

Key:

HSO = Health & Safety Officer
DM = Departmental Manager
HOD= Head of Department
SDU = Staff Development Unit
H of S = Head of Security
E & C = Events and Conferences