

# **SAFETY POLICY**

## **1. Statement of Intent & Policy objectives**

The Council as the governing body of the School, recognises and accepts the responsibilities placed on it as 'Employer' by the Health and Safety at Work Act 1974 and other relevant legislation. The Council has delegated operational responsibility for the health and safety management of the School to the Director.

The Council and Director consider the health, safety and welfare of staff and students to be of paramount importance and that creating and maintaining a healthy and safe working environment is a prerequisite to achieving the stated goals of the London School of Economics to promote excellence in teaching, learning and research. To this end they are committed to achieving the effective implementation of the School's health and safety policy and the objectives set out below.

The objectives of the LSE's Safety policy are:

- To set out a clear structure of responsibilities and accountabilities for health and safety, so that individuals at all levels know what is expected of them and what they must do to discharge their responsibilities.
- To put in place arrangements to ensure that all staff can acquire the necessary health and safety competences and feel confident to discharge effectively the responsibilities assigned to them.
- To put in place effective arrangements to secure compliance with relevant legislation in line with best practice.
- To establish a framework for a systematic approach to identifying and controlling risks to the health and safety of staff, students and other persons who may be affected by the School's work activities
- To establish agreed performance standards against which the School's efforts to ensure the health and safety of staff, students and others can be measured and to facilitate a continuous improvement in performance.
- To have an effective system for communicating and consulting on health and safety matters, and securing the co-operation of employees and students in implementing the safety policy.
- To ensure that the operation of the School's protective and preventive measures are continually monitored and reviewed to ensure that these are working as planned.

## **2. ORGANISATION**

### **2.1 Director's Management Team**

2.1 The Team will support and advise the Director in efforts to implement the School's health and safety policies by ensuring that health and safety implications are taken into account in planning the strategic development of the School.

## **2.2 Health & Safety responsibilities in Academic Departments, Interdisciplinary Institutes and Research Centres.**

2.2.1 Conveners of Academic Departments, Heads of Interdisciplinary Institutes and Heads of Research Centres, have overall responsibility for assuring themselves that there are arrangements in place to comply with the School's safety policy.

2.2.2 The Departmental / Institute/ Centre Manager or equivalent will be responsible for the day-to-day management of health and safety matters relating to the activities of the organisational unit.

2.2.3 The Departmental / Institute/ Centre Manager will make arrangements for a local safety policy statement to be prepared for their unit, which indicates responsibilities within it for health and safety and any specific risks arising from the unit's activities and the measures in place to control and manage those risks.

*(A model Local policy statement is available for Departments to use - see Appendix 1.)*

2.2.4 The Departmental / Institute/ Centre Manager will normally undertake the role of safety co-ordinator or delegate an appropriate member of staff to undertake this role (see below).

## **2.3 Health & Safety responsibilities of senior managers in Central Administration, the Library, ODAR and Academic Service Units.**

*These are currently (September 05): The Secretary & Director of Administration, the Director of Finance & Facilities, the Librarian & Director of Information Services, the Director of Development.*

2.3.1 The postholders listed above are responsible to the Director for the day-to-day management of health and safety matters relating to the activities under their control. As such they will be responsible for ensuring that the School's health and safety policies are implemented by such senior managers who report directly to them.

2.3.2 The postholders listed above will ensure that senior managers who report directly to them prepare a 'local' safety policy statement for the areas of activity for which they are responsible, which indicates how health and safety functions have been assigned. *If a post-holder listed above does not have any senior managers reporting to them, they themselves will be responsible ensuring that a local statement is prepared for their organisational unit.*

2.3.3 The detail required in the local safety policy statement will be commensurate with the level of risk, low risk areas may use the local policy statement template (see appendix 1). Areas such as the Estates Division and Residences & Catering Division whose activities give rise to more significant risks will produce more detailed statements setting out the measures in place to control and manage those risks.

2.3.4 The postholders listed above will where appropriate will nominate a suitable member or members of staff to undertake the role of safety co-ordinator. They will ensure that the safety co-ordinators are given sufficient time to discharge the functions assigned to them.

## **2.4 The role of the Safety Co-ordinators**

2.4.1 Safety co-ordinators will co-ordinate health and safety procedures for their respective units and will be the focal point for receiving and disseminating health and safety information. Functions will depend on the size and the nature of the unit, but will normally include:

- Co-ordinating risk assessments for their unit, e.g. who undertakes them, implementing findings, disseminating this information to staff and where appropriate students and other persons such as contractors.
- Receiving notifications from staff, students and others of accidents, incidents and unsafe situations that occur in their unit, and taking any steps that may be necessary to implement remedial action, e.g. notifying the School Health and Safety Adviser or Estates Division.
- Co-ordinating the health and safety training for their unit.

*(A more comprehensive list of functions that may be assigned to safety co-ordinators is available on the health and safety website.)*

## **2.5. Role of Line managers and supervisors**

*This includes any member of staff who directly supervises one or more individuals.*

2.5.1 Line managers and supervisors are expected to co-operate with their safety co-ordinator to ensure that the School's health and safety policies and procedures are implemented in the activities they manage.

2.5.2 Line managers and supervisors will where appropriate develop safe working procedures for the activities they manage to ensure that any hazards arising from the activities are adequately controlled. They will ensure that all safe working procedures are understood and followed by the individuals undertaking the work.

2.5.3 Line managers and supervisors will ensure that persons they supervise receive appropriate supervision, instruction, information and training to enable them to be competent to undertake safely the tasks assigned to them.

## **2.6 Employees**

2.6.1 All employees, regardless of their position within the School have the following legal responsibilities under 'The Health and Safety at Work etc. Act 1974' and 'The Management of Health and Safety at Work Regulations 1999':

- To take reasonable care for the safety of themselves and others at work who may be affected by their acts or omissions;
- To co-operate with their employer and others in fulfilling statutory responsibilities;
- To immediately notify their employer of any situation, which they have reason to believe might present a serious and imminent danger to their own or others' safety. *(In LSE by notifying the security control room via the emergency number 6666)*
- To notify their employer of any shortcomings or perceived shortcomings in their health and safety arrangements, even when no immediate danger exists, so that appropriate remedial action can be taken. *(This will be done by notifying either their line manager, safety co-ordinator or the School's Safety Adviser)*

2.6.2 The School requires all employees to fulfil their legal responsibilities in 2.6.1 by co-operating in all matters concerning health and safety by :

- Adhering to the School's arrangements and procedures for fire and other preventive and protective measures put in place to control and manage risks to the health and safety of employees, students and visitors.
- Reporting any accident, incident of verbal or physical abuse, near miss or equipment damage immediately to their line manager or supervisor or safety co-ordinator so that appropriate remedial action may be taken.
- Notifying their line manager or supervisor if they experience ill health that they have reason to suspect may be work-related, e.g. musculo-skeletal problems as a result of using a computer or lifting, dermatitis from using cleaning chemicals etc.
- Carrying out, as appropriate regular visual checks of equipment before use, to identify any obvious defects such as worn leads or cables, damaged covers/guards or plug tops. After taking any remedial steps they themselves can safely take, employees should report any defect in equipment, plant etc. to their line manager or safety co-ordinator, who will be responsible for taking the necessary steps to ensure that the equipment is removed and or repaired.  
*(Further details on the reporting defects in equipment and premises is given on the health and safety webpage.)*
- Using any equipment or items provided for work, correctly and in accordance with manufacturers or suppliers instructions and any training received.

## 2.7 Students

The School expects all students to co-operate with its efforts to implement preventive and protective measures to secure their health, safety, and welfare.

Students must take reasonable care of their own safety and not place others at risk by their actions.

Students must not engage in reckless or careless behaviour that might compromise the School's preventive and protective measures, (e.g. letting off fire extinguishers or maliciously setting off the fire alarm).

Students must not intentionally damage or misuse any equipment and must report defects or unsafe situations to the Estates Division and or the School Health and Safety Adviser.

If a Student has an accident whilst on School premises, they should report it to the School Safety Adviser via the main reception in Old Building if the incident occurs on the Houghton Street site or to the duty manager if the accident occurs in one of the Halls of Residence. *(Further details on the arrangements for reporting accidents are provided on the health and safety webpage.)*

## **2.8 The School Health and Safety Committee**

2.8.1 The Health and Safety Committee is a committee of Council and the Chair is a member of Council.

2.8.2 The Health and Safety Committee will be the principal forum for the School to consult its employees and the Student Union on measures taken to ensure as far as reasonably practicable their health and safety and welfare. In doing so the Health and Safety Committee will assist the School to discharge its obligations under the 'Safety Representatives and Safety Committees Regulations 1977' and the 'Health and Safety Consultation with Employees Regulations 1996'.

2.8.3 The Health and Safety Committee will monitor and review the operation of the School's safety policy and any related arrangements and procedures, receiving reports of incidents and trends and remedial action taken and where necessary make recommendations to Council and or other relevant School Committees regarding any revisions or additions that may be required.

2.8.4 The Health and Safety Committee will consider and make recommendations to the Director and the Council as appropriate, concerning priorities and the strategic direction for the School to achieve compliance with statutory obligations and continually improve its performance.

## **2.9 Health and Safety Adviser**

2.9.1 The School's Health and Safety Adviser is appointed under the provisions of regulation 7 of the Management of Health and Safety Regulations 1999 which require the School to appoint one or more competent persons to advise and assist them with measures to comply with health and safety legislation.

2.9.2 The role of the Health and Safety Adviser is to advise on strategic and operational health and safety issues, and develop and recommend policies, procedures and compliance strategies in line with best practice to ensure that the School complies with its obligations under health and safety legislation.

2.9.3 The Health and Safety Adviser will provide advice and support to safety co-ordinators and managers and supervisors on day-to-day health and safety issues, assisting with risk assessments, inspections and accident investigation.

2.9.4 The Health and Safety Adviser will act as the Secretary to the School's Health and Safety Committee, providing technical advice and support as required.

2.9.5 The Health and Safety Adviser will liaise with and be the School's point of contact with the Health and Safety Executive and London Fire and Emergency Planning Authority and other relevant organisations on health and safety matters.

## **2.10 Contractors**

2.10.1 The School employs a large number of contractors engaged on wide range of tasks ranging from building maintenance and cleaning to training consultancy and lecturing. All contractors must adhere to the School's health and safety procedures and ensure that their activities do not place the School's employees, students or visitors at risk.

2.10.2 Any organisational unit, which engages a Contractor will ensure that they are provided with relevant information relating to the School's health and safety procedures, particularly the arrangements for action to be taken in the event of fire or other emergency.

2.10.3 Where relevant, organisational units will set out in their 'local' safety policy statement arrangements for managing contractors that they engage.

### **3. ARRANGEMENTS FOR IMPLEMENTING THE POLICY**

Arrangements for implementing the School's safety policy have been developed and are posted on the LSE's health and safety webpage. These include procedures for fire prevention and the action to be taken in the event of fire, accident reporting, working with computers and other common health and safety topics.

Arrangements for addressing risks that are specific to a particular organisational unit will be detailed in its local safety policy statement.

### **4. MONITORING AND REVIEW**

4.1 This safety policy will be reviewed annually by the School Health and Safety Adviser in conjunction with the Health and Safety Committee. It will be amended as appropriate and will be supplemented by further statements, policies or procedures as necessary.

4.2 A representative sample of organisational units will be audited by the School's Health and Safety Adviser on an annual basis to assess compliance with the School's health and safety policies and procedures, and the findings of the audit will be reported to the Convener or Head of Unit and the Health and Safety Committee, with any recommendations for improvements.

4.3 The Health and Safety Committee will report annually to the Council on the progress made to implement the safety policy and achieve compliance with health and safety legislation.

### **CONCLUSION**

The objectives of the School's safety policy will only be realised and the arrangements successfully implemented with the full co-operation and support of the whole School community.

Signed by Chair of Council & Director

Model 'Local Safety policy statement'.''''

Appendix 1

**Department:-**  
**Name of Convener or Head of Division:-**  
**Name of Departmental Manager:**  
 Date:-

The Department / Division will co-operate with the School's arrangements to implement its Health and Safety Policy. ....has been nominated to undertake the role of **Health and Safety Co-ordinator**, and will co-ordinate arrangements to address operational health and safety issues for the department.  
 Health and Safety issues arising from the 'day to day' operation of the Department will be dealt with as follows:

| Issue  | What needs to be done  | Who will do it | when  |
|--|--|----------------|---|
| Fire   | Local fire action instructions to be drawn up & distributed to all staff   |                | Reviewed annually   |
| Fire   | Fire wardens to check that offices are cleared when fire alarm is activated and report to assembly point                           |                | As required   |
| Accidents, incidents & work related ill health | Make sure incidents are recorded on School's accident form* and Safety Adviser notified  |                | As soon as possible after accident  |
| Accidents, incidents & work related ill health | Investigate circumstances and take steps to prevent a reoccurrence.  |                | As soon as possible after accident  |
| Reporting defects                              | Report defects in premises or equipment to Estates Department  |                | As circumstances require  |
| First Aid                                      | Name & Contact details of first-aider or appointed person ( <i>need not be someone in the Dept.</i> )                              |                |   |
| First Aid                                      | Check contents of first aid box and purchase supplies as required  |                | monthly   |
| Workplace inspections                          | Checks for hazards, (using checklist produced by School Safety Officer)  |                | In low risk areas such as offices - once a term<br>For other workplaces seek advice from Safety Officer                       |
| Training                                       | Identify training requirements, arrange training in conjunction with School Safety Officer and SDU and kept records of attendance. |                | On going - annual check on requirements<br>(All new employees to attend health and safety induction sessions within 2 months) |

|                                  |   |          |  |
|----------------------------------|---|----------|--|
| Computer workstations            | 1) Nominate someone to be trained to assess workstations  |          | Assessor to attend training every 2 years                      |
| Computer workstations            | 2) Arrange for users to receive awareness training  |          | As soon as possible after employee commences work.             |
| Computer workstations            | 3) Distribute 'self-assessment' checklist to user   |          | 2 weeks after employee commences work and annually thereafter. |
| Computer workstations            | 4) Arrange for further assessments to be undertaken of workstations of employees who are reporting problems.                                |          | As soon as 'self-assessment' is received.                      |
| Lifting and carrying             | List activities which involve significant manual handling tasks, undertake risk assessment of these tasks, implement control measures.      |          | annually   |
| Storage of files & equipment     | Check that shelving etc is secure & not overloaded. Step ladders etc. are provided where needed for access. Floor areas are not obstructed. |          | Once per term  |
| Use of electrical equipment      | Carry out visual inspection for defects before use  | Everyone | Before use   |
| ditto                            | Arrange for tests portable electrical appliances  |          | As advised by Estates  |
| Lone working, (on regular basis) | Undertake a risk assessment   |          | Once per term  |
| Chemicals                        | Identify which chemicals are used, undertake a risk assessment  |          | annually   |

*Departments to add or amend above list as required*

Health and Safety issues should be raised with the Health and Safety co-ordinator or appropriate named person above. For information on health and safety issues contact the School Safety Adviser on 3677 or <mailto:ann.o'brien@lse.ac.uk> . In circumstances where there is an imminent risk of serious injury Security should be immediately contacted on their emergency number 666.