

HEALTH & 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 etc. Act 1974 and other relevant legislation.

The School considers 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 its stated goal to promote excellence in teaching, learning and research.

This Health and Safety Policy is produced in accordance with the requirements of Section 2 (3) of the Health and Safety at Work etc. Act 1974. Through the implementation of this policy, **the Director** and **the Council** are committed to achieving the following objectives:

- To provide, as far as reasonably practicable, a safe and healthy working environment, safe premises and facilities for staff, students and visitors.
- To create, as far as is practicable, for employees a working environment where potential work-related stressors are avoided, minimised or mitigated through good management practices, effective human resources policies and staff development.
- To secure legal compliance with health and safety legislation in line with best practice while avoiding unnecessary bureaucratic burdens being placed on academic and administrative departments.
- 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 competencies and feel confident to discharge effectively the responsibilities assigned to them.
- 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 Health and 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. RESPONSIBILITIES & ACCOUNTABILITIES FOR HEALTH AND SAFETY

2.1 The Director

2.1.1 The Council has delegated operational responsibility for the health and safety management of the School to the Director. He will discharge his responsibilities by:

- a) Providing visible and active leadership in developing and maintaining a management culture which is supportive of health and safety;
- b) Endorsing and signing the School's Health and Safety Policy and any revisions agreed by the Health and Safety Committee;
- c) Seeking the advice of the School's senior managers as appropriate to ensure that health and safety issues are considered and incorporated into the general planning, provision of resources and co-ordination of the School's operations.

2.2 Health and Safety Responsibilities of the Director's Management Team (DMT)

2.2.1 The Director's Management 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, provision of resources and co-ordinating the School operations and strategic development.

2.3 Health & Safety responsibilities in Academic Departments, Interdisciplinary Institutes and Research Centres.

2.3.1 Heads 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 Health and Safety Policy.

2.3.2 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 department, and as such will be accountable to the Head of Department for ensuring that there are arrangements in place for implementing the School's Health and Safety Policy and related procedures in their department.

2.3.3 The Departmental / Institute / Centre Manager will discharge their responsibilities for health and safety by:

- i) Making 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 on the Health and Safety website for Departments to use if they wish)
- ii) Nominating an appropriate member of staff to undertake the role of Safety Co-ordinator or by undertaking this role themselves (see paragraph 2.5 below).
- iii) Receiving feedback from their Safety co-ordinator on health and safety issues affecting their department.

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

These are currently (February 2010): The Secretary & Director of Administration, the Director of Finance & Facilities, the Chief Information Officer, the Pro-Director for Research and External Relations, the Pro-Director for Teaching and Learning, the Director of Development and Alumni Relations

2.4.1 The postholders listed above are responsible to the Director for the 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 senior managers who report directly to them.

2.4.2 They will discharge their responsibilities by:

- i) Ensuring that senior managers who report directly to them make arrangements for a local safety policy statement to be prepared for the areas of activity for which they are responsible, which indicates how health and safety functions have been assigned;
- ii) Receiving feedback on any health and safety issue that affects their staff or the operation of their Division.

2.5 Health and Safety responsibilities of Service Leaders in Service Divisions (Central Administration).

2.5.1 Service Leaders will discharge their responsibilities for health and safety by:

- i) Ensuring that arrangements are in place for a local policy safety statement to be prepared for their Division. (*The detail required in the local safety policy statement will be commensurate with the level of risk arising from the operations of the Division. Low risk areas may use the model local policy statement (available on the Health and Safety Website). Service Leaders in Estates and Residential & Catering Services Divisions whose activities give rise to more significant risks will produce more detailed local policy statements which set out responsibilities for developing and implementing measures to control and manage the risks.*)
- ii) Appointing one or more appropriate members of staff to undertake the role of Safety Co-ordinator. (*The number of Safety Co-ordinators required will be dependent on the structure and location of the Division. Where a Division has a number of sections with different functions and/or sections are based at different locations, it would be advisable to appoint a Safety Co-ordinator for each section.*) In Estates and Residential & Catering Services, the Safety Co-ordinator role will be synonymous with the relevant professional officers and their line management role.
- iii) Allocating sufficient time and resources to enable the nominated Safety Co-ordinators to discharge the functions assigned to them.
- iv) Receiving feedback from their Safety Co-ordinators on health and safety issues affecting their Division.

2.6 Responsibilities of the Safety Co-ordinators

2.6.1 Safety Co-ordinators will be responsible for co-ordinating the health and safety arrangements within 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:

- Disseminating the local safety policy statement, fire safety information and other relevant health and safety information to staff, including temporary and visiting staff in their department.
- Co-ordinating risk assessments for their unit, e.g. who undertakes them, implements findings, disseminates information on control measures to be taken 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 Health and Safety Team or Estates Division.
- Liaising with the Head of Head and Safety to ensure that staff within their unit receive appropriate health and safety training, and keeping records of training undertaken.
- Seeking advice from the Health and Safety Team.
- Briefing their Departmental Manager or Divisional line manager on health and safety issues affecting their relevant department.
- Recruiting sufficient numbers of fire wardens for the areas occupied by their department.

(A more comprehensive list of functions that may be assigned to Safety Co-ordinators is available on the Health and Safety website.)

2.6.2 In Academic Departments, the Safety Co-ordinator will be accountable to the Departmental Manager for discharging their functions.

2.6.3 In Central Administration, the Library, ODAR and Academic Service Units the Safety Co-ordinator will be accountable to their Divisional line manager for discharging their functions.

2.7 Responsibilities of Line managers and supervisors

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

- 2.7.1 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.
- 2.7.2 Line managers and supervisors in Estates and Residential & Catering Services whose activities may give rise to more significant risks must ensure that suitable and sufficient risk assessments are undertaken of these activities to identify hazards and implement appropriate measures to control the risk. The line manager or supervisor must review the risk assessments at appropriate intervals to ensure that the control measures are working as planned and the conclusions from the risk assessment remain valid.
- 2.7.3 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.
- 2.7.4 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.
- 2.7.5 Line managers and supervisors will co-operate with the School's efforts to promote the well-being of its employees and minimise and avoid wherever possible potential stressors, by:
- Treating individuals reporting to them with consideration and dignity and promoting a culture of mutual respect in the teams they manage;
 - Ensuring there is good communication within their team and there are opportunities for individuals to raise concerns about their work. Managers and their staff should seek advice from Employment Relations and the Health and Safety Team where appropriate;
 - Adhering to sound management principles and human resources procedures.

2.8 Responsibilities of the Director of Estates

- 2.8.1 The Director of Estates and his senior managers will be responsible for the safety of School premises, including building structure, services and facilities. He will be accountable to **the Director of Finance and Facilities** and discharge his responsibilities by:
- i) Ensuring that the School has adequate arrangements in place to control premises-related health and safety risks including fire, asbestos, safety of water systems and plant, gas and electrical installations;
 - ii) Ensuring there are adequate procedures to control health and safety risks arising out of the maintenance and repair of School premises and plant;
 - iii) Ensuring that all contracts drawn up and/or managed by the Estates Division contain detailed clauses specifying the safety precautions that must be taken during the execution of the contract;
 - iv) Ensuring that adequate and sufficient safe working systems, method statements and where appropriate 'permit to work' systems are in place for all works or projects;
 - v) Ensuring that adequate arrangements are in place for the evaluation, vetting and supervision of Contractors employed by the Estates Division;
 - vi) Ensuring that the School has adequate arrangements in place to comply with the requirements of the Construction (Design and Management) Regulations 2007;
 - vii) Ensuring that the School has adequate arrangements in place to comply with the Control of Asbestos Regulations 2006.
- 2.8.2 Any Division or Department commissioning building and re-decoration works independently of Estates Division, including cabling, wiring or other installations, must consult the Estates Division prior to commissioning the works.

2.9 Employees

2.9.1 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 666*)
- 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 their line manager, Safety Co-ordinator, or the School's Health and Safety Team*)

2.9.2 The School requires all employees to fulfil the legal responsibilities set out in 2.9.1 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. musculoskeletal 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 are given on the Health and Safety website.*)
- Using any equipment or items provided for work correctly and in accordance with manufacturers' or suppliers' instructions and any training received;
- Treating fellow colleagues and other persons with whom they interact during the course of their work with consideration, respect and dignity. It is important that employees appreciate that their own actions and performance could be the source of stress to their colleagues.

2.10 Students

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

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

2.10.3 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 without good cause, or maliciously setting off the fire alarm).

- 2.10.4 Students must not intentionally damage or misuse any equipment, such as wedging open kitchen fire doors in Halls of Residence, and must report defects or unsafe situations to the Estates Division and/or the School Health and Safety Team.
- 2.10.5 Students must adhere to the School's fire and emergency procedures, by evacuating the building if the fire alarm sounds, and going to the emergency assembly point. They must follow any instructions given to them by fire wardens, Security Staff, or, in the case halls of residence, residential staff.
- 2.10.6 If a Student has an accident whilst on School premises, they should report it to the School Health and Safety Team 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 website.)

2.11 The School's Health and Safety Committee

- 2.11.1 The Health and Safety Committee is a standing committee of Council and the Chair is a member of Council.
- 2.11.2 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, 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'.
- 2.11.3 The Health and Safety Committee will monitor and review the operation of the School's Health and Safety Policy and any related arrangements and procedures, receive 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.
- 2.11.4 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.

2.12 Responsibilities of the Head of Health and Safety.

- 2.12.1 The Head of Health and Safety and her staff are appointed under the provisions of regulation 7 of the Management of Health and Safety at Work 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.
- 2.12.2 The Head of Health and Safety is responsible for providing advice on strategic and operational health and safety issues, and developing and recommending policies, procedures and compliance strategies in line with best practice to ensure that the School complies with its obligations under health and safety legislation.
- 2.12.3 The Head of Health and Safety will be responsible for reviewing and updating arrangements for implementing the Health and Safety Policy including monitoring compliance with the requirements for local safety policies, maintaining a central database of local policy statements produced.
- 2.12.4 The Head of Health and Safety and her staff will provide advice and support to Safety Co-ordinators and managers and supervisors on day-to-day health and safety issues, assisting

with the production of local policy statements, risk assessments, inspections and accident investigation.

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

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

2.13 Contractors

2.13.1 The School employs a large number of contractors engaged in a wide variety 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.

2.13.2 Any department 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.

2.13.3 Where relevant, departments will set out in their local safety policy statement the arrangements for managing contractors that they engage.

2.14 Trade Union Health and Safety Representatives

2.14 Trade Unions recognised by the School are entitled under the provisions of the Safety Representatives and Safety Committees Regulations 1977 to appoint their own safety representatives to represent their members on health and safety issues. Trade Unions must formally notify the School of the names of representatives appointed under these regulations. A list of Safety Representatives appointed by Trade Unions will be posted on the Health and Safety website.

3. ARRANGEMENTS FOR IMPLEMENTING THE POLICY

3.1 Arrangements for implementing the School's Health and Safety Policy have been developed and are posted on the LSE's Health and Safety website:
<http://www.lse.ac.uk/collections/healthAndSafety/Default.htm>

3.2 These include procedures for fire prevention and actions to be taken in the event of fire, accident reporting, working with computers and other common health and safety topics.

3.3 These arrangements will be supplemented by additional procedures and guidance as and when necessary.

3.4 Arrangements for addressing risks that are specific to a particular department will be detailed in the local safety policy statement.

4. PERFORMANCE STANDARDS

4.1 The Health and Safety Committee has agreed a number of performance standards against which the School will measure the effectiveness of its health and safety management system.

4.2 Performance standards have been agreed for:

- Safety policies and local policy statements
- Health and safety information given to staff, students, visitors and contractors

- Risk assessments
- Annual reporting to Council.

Details are available on the Health and Safety website.

5. MONITORING AND REVIEW

- 5.1 This Health and Safety Policy will be reviewed annually by the Head of Health and Safety 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.
- 5.2 The Head of Health and Safety will make arrangements for an annual audit of a sample of academic and administrative departments to assess compliance with the School's health and safety policies and procedures, and the findings of the audit will be reported to the Head of Department or Head of Unit and the Health and Safety Committee, with any recommendations for improvements.
- 5.3 The Health and Safety Committee will report annually to the Council on the progress made to implement the Health and Safety Policy and achieve compliance with health and safety legislation.

CONCLUSION

The Director and Council seek and expect the full co-operation and support of the whole School community to ensure that the Health and Safety Policy and arrangements are implemented effectively.

Signed:



Peter Sutherland, Chair of Council

Date: 7th June 2010



Howard Davies, Director of London School of Economics and Political Science

Date: 7th June 2010