

## **LSE Health and Safety Framework**

### **Towards a Healthier, Safer Workplace**

#### **1. Introduction**

- 1.1 The London School of Economics (LSE) needs healthy, well-motivated staff if it is to deliver high quality services. Effectively managing health, safety and welfare is key to achieving this, and is a normal part of line management, and managing activities at the LSE.
- 1.2 This Framework outlines what is expected to be in place locally to manage the health, safety and welfare of LSE staff, students and visitors; detailed arrangements are available on the health and safety website. All LSE staff have a responsibility to implement this framework and ensure that the health and safety expectations are reflected in local plans, strategies and practices. Successful delivery will depend on demonstrable leadership and ownership at all levels of the organisation and a commitment to changing culture and behaviours where necessary. This will help to ensure that health and safety is fully integrated into all LSE activity.

#### **2. The Health and Safety Team**

- 2.1 The Health & Safety Team give advice and support on health, safety and welfare issues. We are working towards a healthier, safer workplace by encouraging Departments, Divisions and Units to develop the competencies to locally manage health and safety proactively.
- 2.2 Working with the health and safety team, we expect Departments, Divisions and Units to build upon their existing systems of management to drive forward improvements in managing health and safety to meet the challenges of:
  - Promoting a positive and safe working environment
  - Developing cultural changes to inspire leadership and excellence in health and safety throughout the School.
  - Encouraging the workforce to recognise the important personal responsibility that individual members of staff have in respect of their own health, safety and wellbeing
  - Ensuring staff throughout the organisation are competent and confident to develop solutions to health and safety issues.

#### **3. Implementation of the arrangements set out in the School's health and safety policy**

- 3.1 The LSE is a relatively low risk environment and as such, health and safety management should be applied proportionately and with common sense. Our safety policy sets out the School's aims and objectives with regard to safety, and the health and safety responsibilities of individuals. The health and safety team have identified arrangements that should be in place to manage health and safety locally in each Department, Division and Unit. We would expect to find the following arrangements in place:

##### **3.2 Health and Safety Expectations**

###### **3.2.1 Local policy statement.**

Departmental managers (DMs) in academic departments and heads of divisions in central administration are required to produce a local policy statement. The policy should set out local arrangements for managing health and safety. It should also identify the individuals responsible for implementing the arrangements. The Local policy should be made available to all staff and reviewed annually.

###### **3.2.2 H&S Coordinator for the Department, Division or Unit.**

Each Department, Division, Unit etc. should appoint a Health and Safety Coordinator to organise health and safety in his or her area. The Coordinator is expected to disseminate health and safety information and coordinate the implementation of local arrangements.

Coordinators are expected to be given adequate time to attend training and to carry out their duties.

### **3.2.3 Local fire procedures and adequate numbers of fire wardens.**

Each Department, Division or Unit should draft local fire procedures and appoint fire wardens for their area. All staff should be aware of the emergency evacuation procedures and know who their fire wardens are. Once appointed, fire wardens should attend training at the earliest opportunity, repeated every 2 years.

### **3.2.4 Risk Assessment - General**

All activities need to be assessed by those planning and managing them to make sure that adequate control measures are put in place to keep staff, students and visitors safe. This does not mean that a full risk assessment has to be carried out for every activity but you do need to think about what might cause harm to people and decide whether you are doing enough to prevent that harm from occurring. Activities that pose a significant risk should be formally recorded and the assessment regularly reviewed. This is particularly important for all fieldwork and off-site activities particularly if the area to be visited is high risk. More information on fieldwork safety can be found on the Health and Safety web pages <http://www.lse.ac.uk/intranet/LSEServices/healthAndSafety/policy/riskAssessments.aspx>

### **3.2.5 Accident and Incident Reporting**

All accidents, incidents and near misses should be investigated and reported using the Accident/ Dangerous Occurrence form. The form should be fully completed and sent to the health and safety team, with a copy to the Departmental H&S Coordinator. Risk assessments relating to the activity being carried out at the time of the incident should be reviewed by the Department to ensure that they remain valid.

### **3.2.6 Workplace Safety Inspections**

Regular workplace inspections should take place at regular intervals dependent on the workplace risks. The general office safety inspection should use the checklist available on the Health and Safety web pages <http://www.lse.ac.uk/intranet/LSEServices/healthAndSafety/policy/safetyInspections.aspx>

### **3.2.7 Workplace Induction**

All new staff should receive a health and safety induction on their first day at the School. This should include information on all local health and safety arrangements (fire safety, first aid etc.) and the School's Health and Safety Policy. Once 'settled in' the new member of staff should be encouraged to complete the H&S eLearning modules and to carry out a Display Screen Equipment risk assessment.

### **3.2.8 Fieldwork and Off-site Activities**

All proposed fieldwork and off-site activities should be risk assessed prior to the activity taking place. Proposed fieldwork or travel to high risk or hostile areas **must** be risk assessed at the earliest opportunity to ensure that adequate protective measures, including county specific information and additional travel insurance, can be organised. Risk assessments should be completed by the person undertaking the fieldwork/off-site activity and signed off by the Head of Department, Division or Unit. Risk assessment templates and further information can be found at: <http://www.lse.ac.uk/intranet/LSEServices/healthAndSafety/policy/FieldworkOffsiteVisits.aspx>

### **3.2.9 Display Screen Equipment**

All staff should complete the DSE eLearning module and complete the DSE risk assessment on an annual basis, or in there are significant changes. If any issues identified cannot be dealt with at a local level the Health and Safety Team can be contacted for further advice.