



# **Health and Safety Policy**

**October 2014**

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# HEALTH AND SAFETY POLICY

## Introduction

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. The Health and Safety policy consist of four parts:

Part 1 – The Statement of Intent and policy objectives;

Part 2 –how responsibilities are assigned for achieving the objectives set out in part one;

Part 3 –related policies and procedures for implementing the Health and Safety Policy; and

Part 4 – the arrangements for measuring, monitoring and reviewing the School's performance in relation to Health and Safety.

## 1. STATEMENT OF INTENT AND POLICY OBJECTIVES

Council, as the governing body of the School, acknowledges and accepts the responsibilities placed on it as 'Employer' by the Health and Safety at Work etc. Act. 1974 and other relevant legislation.

Council considers the health, safety and welfare of staff and students to be of paramount importance, and that a safe and healthy working environment is a prerequisite to achieving the School's stated goal to promote excellence in teaching, learning and research.

Through the implementation of the Health and Safety policy, **the Director** and **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 for employees, as far as is practicable, 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 ensure that all staff are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them;
- To ensure that staff have access to appropriate training and development to enable them to discharge competently the responsibilities assigned to them;
- 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 have in place arrangements to plan, implement, monitor and review measures to address risks arising from the School's activities; and
- To strive to improve continuously the School's health and safety performance, measuring its progress against agreed performance standards and Higher Education sector benchmarking.

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:

Chair of Council

Date: 14 OCTOBER 2014

Signed:

Director of London School of Economics and Political Science

Date: 14 OCTOBER 2014.

## **2. RESPONSIBILITIES AND ACCOUNTABILITIES FOR HEALTH AND SAFETY**

Council considers health and safety to be an integral part of the management function and in the School has assigned health and safety responsibilities as follows:

### **2.1 The Director and the School Secretary**

2.1.1 The Director of the School is the head of the School and its chief executive officer, responsible for the executive management and direction of the School and as such is responsible for the health and safety management of the School. The Director will discharge his responsibilities by delegating to the School Secretary the role of health and safety champion and operational responsibility for ensuring there are arrangements in place for implementing the School's health and safety policy through the operation of the Executive Health and Safety Group.

The Director will:

- a) endorse and sign the School's Health and Safety Policy and any revisions agreed by the Executive Health and Safety Group; and
- b) through the delegation to the School Secretary seek the advice of the School's senior managers through the Executive Health and Safety Group 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.

2.1.2 The School Secretary will discharge her responsibilities by:

- chairing the Executive Health and Safety Group;
- ensuring that the Director and Council are kept informed on significant health and safety developments and risks by providing relevant reports as required; and
- liaising with senior colleagues to promote greater integration of health and safety considerations into the planning and operation of School activities.

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

2.2.1 Heads of Academic Departments, Heads of Interdisciplinary Institutes and Heads of Research Centres have overall responsibility for health and safety within their respective departments, while delegating day to day management of health and safety matters to the Departmental or Unit Manager.

2.2.2 Heads of Academic Departments, Heads of Interdisciplinary Institutes and Heads of Research Centres will demonstrate that they are carrying out their responsibilities by:

- a) requesting that the Departmental Manager confirm that an appropriate member of staff has been nominated to undertake the role of health and safety co-ordinator for the department;
- b) requesting that the department's health and safety co-ordinator provide regular short reports to confirm that the health and safety policy is being implemented in their respective department e.g. that a local policy statement has been prepared and disseminated to all staff, relevant risk assessments have been undertaken, such as risk assessments for fieldwork, and that staff have been assigned to undertake specific roles such as fire wardens;
- c) including health and safety as a regular item on the agenda of departmental meetings to enable staff and students to raise any health and safety issues or concerns they may have.

## **Departmental or Unit Manager**

2.2.3 The Departmental or Unit Manager 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.

2.2.4 The Departmental or Unit Manager will discharge their responsibilities for health and safety by:

- a) making arrangements for a local safety policy statement to be prepared which outlines local arrangements within their department 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 template for a local safety policy statement is available on the Health and Safety website);
- b) nominating an appropriate member of staff to undertake the role of Safety Co-ordinator or by undertaking this role themselves (see paragraph 2.6 below); and
- c) receiving feedback from their Safety co-ordinator on health and safety issues affecting their department.

## **2.3 Health and Safety responsibilities of the Provost, Pro-Directors and senior managers in Central Administration and Academic Service Units**

*These are currently: the Provost, the Pro-Director for Research and External Relations, the Pro-Director for Teaching and Learning, the Pro-Director for Planning and Resources, the Secretary, the Chief Financial Officer, the Academic Registrar and Director of Academic Services, and the Director of Development and Alumni Relations*

2.3.1 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.

2.3.2 They will discharge their responsibilities by:

- a. 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;
- b. receiving feedback on any health and safety issue that affects their staff or the operation of their Division; and
- c. nominating an appropriate member of their senior management team to attend when necessary Executive Health and Safety Group meetings.

## **2.4 Health and Safety responsibilities of Service Leaders in Service Divisions (Central Administration)**

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

- a. 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 and 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*);
- b. 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 based at different locations, it would be advisable to appoint a Safety Co-ordinator for each section*). In Estates and Residential and Catering Services,

- the Safety Co-ordinator role will be synonymous with the relevant professional officers and their line management role;
- c. allocating sufficient time and resources to enable the nominated Safety Co-ordinators to discharge the functions assigned to them; and
- d. receiving feedback from their Safety Co-ordinators on health and safety issues affecting their Division.

## **2.5 Responsibilities of the Safety Co-ordinators**

- 2.5.1 Safety Co-ordinators will be responsible for co-ordinating the health and safety arrangements within their respective sections or departments 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, who implements findings and, where appropriate, will disseminate information on control measures to be taken to staff, 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; and
  - 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.)*

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

2.5.3 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.

## **2.6 Responsibilities of Line managers and supervisors**

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

- 2.6.1 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.
- 2.6.2 Line managers and supervisors of activities that may give rise to 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 ensure that information on the control measures to be taken is communicated to those tasked with implementing the control measures and other relevant persons who need to know. 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.
- 2.6.3 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.

2.6.4 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.

2.6.5 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 Human Resources and the Health and Safety Team where appropriate; and
- adhering to sound management principles and human resources procedures.

2.6.6 Line Managers and supervisors will consult local trade union appointed safety representatives on health and safety issues arising from the activities they manage including outcome of risk assessments, changes in working practices or equipment and findings of statutory inspections.

## **2.7 Responsibilities of the Director of Estates**

2.7.1 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 Chief Financial Officer** and discharge his responsibilities by:

- a) 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;
- b) ensuring there are adequate procedures to control health and safety risks arising out of the maintenance and repair of School premises and plant;
- c) 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;
- d) 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;
- e) ensuring that adequate arrangements are in place for the evaluation, vetting and supervision of Contractors employed by the Estates Division;
- f) ensuring that the School has adequate arrangements in place to comply with the requirements of the Construction (Design and Management) Regulations 2007; and
- g) ensuring that the School has adequate arrangements in place to comply with the Control of Asbestos Regulations 2012.

2.7.2 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.

## **2.8 Responsibilities of the Director of Human Resources**

2.8.1 The Director of Human Resources will be responsible for:

- a) nominating a member of the HR senior management team to chair a working group to implement the staff wellbeing policy
- b) providing an annual report to the Health and Safety Committee on HR management data related to staff wellbeing, including cases of sickness absence, referrals to Occupational Health service, referrals to the LSE Counselling Service, grievance cases and employment tribunal cases
- c) ensuring that guidance and advice provided by HR incorporates health and safety considerations such as:
  - reflecting relevant health and safety responsibilities in job descriptions and person specifications;

- performance and appraisal procedures to include reference to health and safety competencies; and
- ensuring that Managers and staff have access to sufficient Occupational health provision and advice.

## 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 notify their employer immediately of any situation which they have reason to believe might present a serious and imminent danger to their own or others' safety (*in the context of the School this means notifying the security control room via the emergency number 666*); and
- 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 reporting defects in equipment and premises are given on the Estates website*);
- using any equipment or items provided for work correctly and in accordance with manufacturers' or suppliers' instructions and any training received; and
- 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 protect 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 (such as 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's 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 Responsibilities of the Head of Health and Safety.**

- 2.11.1 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.
- 2.11.2 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.
- 2.11.3 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 and maintaining a central database of local policy statements.
- 2.11.4 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.
- 2.11.5 The Head of Health and Safety will act as Adviser and Secretary to the School's Health and Safety Committee and Executive Health and Safety Group.
- 2.11.6 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.

## **2.12 Contractors**

- 2.12.1 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.
- 2.12.2 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.

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

### **2.13 Role of the School's Health and Safety Committee**

2.13.1 The Health and Safety Committee is a standing committee of Council, with a membership consisting of lay governors, staff and student representatives. The Chair of the committee will be a member of Council.

2.13.2 The Health and Safety Committee will exercise high level oversight of the School's Health and Safety Policy and other related policies and procedures in order to provide assurance to Council that health and safety risks are being identified and effectively controlled.

### **2.14 Role of Executive Health and Safety Group**

2.14.1 The Executive Health and Safety Group is chaired by the School Secretary. The group's membership includes senior managers from all the main operational service areas.

2.14.2 The Executive Health and Safety Group will act as the main forum for planning, implementing, monitoring and reviewing arrangements to deliver the objectives of the health and safety policy.

2.14.3 The Executive Health and Safety Group will be responsible for reviewing and updating the School's health and safety policy.

2.14.4 The chair of the Executive Health and Safety Group will report back to the School Health and Safety Committee on a regular basis.

### **2.15 Role of the Consultative Health and Safety Group.**

2.15.1 The Consultative Health and Safety Group is chaired by the School Secretary, with representatives from Trade Unions recognised by the School. Management representation will be drawn from senior managers on the Executive Health and Safety Group.

2.15.2 The Consultative Health and Safety Group will be the principal forum for the School to consult its employees on preventative and protective measures taken to ensure as far as reasonably practicable their health, safety and welfare. In doing so the Consultative Health and Safety Group 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.'

### **2.16 Trade Union Health and Safety Representatives**

2.16.1 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.

2.16.2 The School will consult with appointed Trade Union safety representatives in accordance with the Health and Safety Executive's Approved code of practice accompanying the Safety Representatives and Safety Committees Regulations.

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

- 3.1 Arrangements for implementing the School's Health and Safety Policy are posted on the LSE's Health and Safety website:  
[www.lse.ac.uk/intranet/LSEServices/healthAndSafety/Home.aspx](http://www.lse.ac.uk/intranet/LSEServices/healthAndSafety/Home.aspx)
- 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. These will be kept under review and updated as required.
- 3.4 Arrangements for addressing risks that are specific to a particular department will be detailed in the local safety policy statement.

#### **4. ARRANGEMENTS FOR MEASURING PERFORMANCE AND MONITORING AND REVIEW THE HEALTH AND SAFETY POLICY**

##### **4.1 Performance Standards**

- 4.1.1 The Executive Health and Safety Group will agree appropriate performance standards against which the School will measure the effectiveness of its health and safety management system.
- 4.1.2 Current performance standards cover:
  - safety policies and local policy statements
  - health and safety information and training given to staff, students, visitors and contractors
  - risk assessments
  - stress management and well-being
  - annual reporting to Council.

*Details are available on the Health and Safety website.*

##### **4.2 Monitoring and Reviewing the Health and Safety Policy and related procedures.**

- 4.2.1 The Health and Safety Policy will be reviewed annually by the Head of Health and Safety in conjunction with the Executive Health and Safety Group. It will be amended as appropriate and will be supplemented by further statements, policies or procedures as necessary.
- 4.2.2 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 Executive Health and Safety Group, with any recommendations for improvements.
- 4.2.3 The School Secretary will report annually to Council on the progress made to implement the Health and Safety Policy and achieve compliance with health and safety legislation.