



# Your Health and Safety

A short guide to basic health and safety  
information at the LSE



Welcome to the London School of Economics.

LSE is generally a low risk environment, but in order to maintain a safe environment everyone, whether staff, student or visitor, has a role to play. Some of these are legal requirements, while others are the subject of the School's policies and procedures. Work is also carried out off campus, which can introduce different risks. There is information on the Health and Safety website to help you with these.

This booklet gives some basic information on the arrangements and measures in place to ensure the health, safety and welfare of everyone who works, studies or visits the premises or may be affected by the activities of the School.

### **Health and Safety Team:**

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What we do:

The main role of the H&S Team is to advise those in charge of the School on the measures which need to be put in place for the health and safety of staff, students, visitors and others affected by the activities of the School. The team supports the decision makers by providing reports and briefings, updates on changes to legislation and guidance, updating policies and procedures, commissioning audits, and monitoring the safety management system. The team provides advice to managers on managing the health and safety risks of the activities they are responsible for.

### **Health and Safety website:**

Details of the Health and Safety policy and the arrangements for implementing the policy are available on the Health and Safety website: <http://www2.lse.ac.uk/intranet/LSEServices/services/healthAndSafety/Home.aspx>

### **Health and Safety Training:**

All the training we arrange is listed on the Training System (<https://apps.lse.ac.uk/training-system/>). If you don't see what you need, get in touch with us.

# HEALTH & SAFETY POLICY

## 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.

## **Policy and Arrangements cont.**

### **Local arrangements**

Departmental Managers (DMs) in academic departments and heads of Professional Service divisions are required to produce a 'local policy statement' that sets out how they will implement the School's health and safety policy in their particular department or service.

These Local Policy Statements give the name of the local Health and Safety Coordinator, the names of the closest First Aiders, Fire Wardens, to whom you should report faults, and other local information.

There are also local Fire Procedures, outlining the fire alarm and evacuation procedures, describing the arrangements for calling the Fire Brigade, giving the time of the weekly fire alarm test, and other relevant information.

If you have not received either of these documents, please ask your line manager for them.

### **General Duties of Employees**

All employees have legal responsibilities under Health and Safety legislation:

- 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.
- 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.

### **Trade Union Safety Representatives**

The School recognises the following Trade Unions: UCU, UNISON, UNITE. You can contact the appropriate Union to speak to your local Safety Representative if you have concerns which you feel have not been addressed by your manager.

## Accidents and other Emergencies

### **All Emergencies on campus – call 666 (LSE Security)**

From a mobile, call **020 7955 6555** which goes to the same number.

**Why?** Emergency services need to be met on site and guided to the correct location. For that reason, it is important to alert Security of the incident, as they can then meet the Emergency Service attending. They can also send support to you (e.g. a First Aider, someone to assist with evacuation, secure the scene). If you have to call the emergency services direct, also inform Security.

#### **First Aid**

First Aid is provided on a School-wide basis. Even if there isn't a First Aider in your Department, there will be one close by.

First Aiders are listed on the [Health and Safety website](#) and those closest to you are listed in your Departmental Local H&S Policy Statement. At least one member of the Security staff per shift is a First Aider.

#### **Accident Reporting**

All personal injury accidents, near misses and work-related ill-health should be reported using the School's [Accident Report Form](#), which is on the H&S website. Use the same form for accidents to employees and to non-employees (students, contractors, children in the Nursery, visitors, etc.).

All accidents should be investigated. The Health and Safety Team are responsible for reporting certain incidents to the Health and Safety Executive in line with legislation.

#### **Planning for Major Emergencies – [MIIRP](#)**

MIIRP is the procedure for responding to major emergencies, maintained by the Director of Business Continuity. Major emergencies include: loss of access to more than one building on campus; any incident resulting in major damage and/or multiple casualties; incidents resulting in restrictions on movement in or around the campus; catastrophic disruption or damage to London's public transport system; catastrophic loss of utilities on campus.

If you are **on** campus: Follow instructions of the Emergency Services, Security and Fire Wardens; inform family you are safe; monitor information and instructions issued by the Emergency Response Teams; cooperate with authorities.

If you are **off** campus and hear of an incident involving the School or local area: consult the LSE website for instructions; check in with your Department; pick up mass text message on mobile/email; inform family you are safe.

Ensure your "emergency contact details" on LSE for You are up to date.

Put "ICE" (**I**n **C**ase of **E**mergency) details on your mobile (details of the person or people you want the emergency services to contact first if you are involved in an accident). Do this in owner information, or see manufacturer's instructions.

# Fire Safety

## Action if you hear a fire alarm:

- Make your area safe (e.g. switch off ovens)
- Leave by the nearest fire exit route indicated by the green “Running man” sign; do not use lifts; encourage others to leave; where possible close doors as you leave.
- Go to the [Fire Assembly Point](#) for your building (all listed on the H&S website) and report to your Fire Warden or Security
- Do not attempt to re-enter the building until declared safe by Security.



**Note:** If you anticipate that you or a visitor could have problems evacuating safely, please contact the Health and Safety Team for a detailed assessment and personal emergency evacuation plan.

## Action if you discover a fire:

- Raise the alarm by pressing the red “break glass” panel
- Encourage colleagues and others around you to leave
- Go to the [Fire Assembly Point](#) for your building and report to your Fire Warden or Security.
- Give particulars of the fire to the Security staff, to pass on to the Fire Brigade.



**Note:** Only use a fire extinguisher if you are trained, confident you know what you are doing, and have a clear escape route behind you.

## Arrangements for people who need assistance to evacuate safely.

- Anyone who has a permanent or temporary condition which prevents them evacuating using the stairs (including external staircases), or a condition which makes it difficult to respond to an alarm, must speak to their H&S Coordinator about having a Personal Emergency Evacuation Plan (PEEP)
- There are a number of Fire Refuge points around the School. They are intended as safe places for people (who are unable to evacuate the building without assistance) to wait. They must be kept clear at all times.
- Pagers are available for people with hearing impairments to alert them of an alarm. Contact Health and Safety for advice.



## Further Information

- Access control doors unlock when fire alarms sound. If they fail to unlock, break the green break glass panel, which releases the doors. Salto locks remain locked.
- Fire doors (marked with round blue signs) must never be wedged open, as they are designed to prevent smoke and fire spread. If you notice a fire door which does not close properly, report it to Estates Helpdesk.
- Fire alarms are tested every week. The time of the test is displayed in the entrance of each building.

## Fire Safety cont.

### Responsibilities and Training

- Class teachers/lecturers are responsible for ensuring their class evacuates safely. Fire safety information for teaching staff is on the [Timetables](#) website.
- Event organisers must follow the advice in the guidance on the [Conferences and Events](#) website.
- Staff may be asked to take on the role of Fire Warden, whose main duty is to ensure their area is clear, and to report to Security at the Fire Assembly Point in the event of an evacuation. [Training](#) is provided.
- Departmental Managers and managers in Professional Services Divisions must ensure there are sufficient numbers of Fire Wardens for the areas their Departments/Divisions occupy.

### Fire Prevention

Fires require fuel, oxygen and an ignition source to start, continue and spread. By disrupting this triangle of factors, fires can be prevented. Simple steps can be very effective:

- Reduce fuel by clearing paper, cardboard and other fuels frequently;
- Remove old items from notice boards, and pin current notices at all four corners;
- Check for damaged electrical plugs and wires before switching on equipment. If equipment is damaged, take it out of use, and report it to Estates;
- Only use electrical equipment which has a label indicating it has been tested ("PAT" testing label);
- Only use bar multiplugs, not block multiplugs;
- Observe the ban on smoking within buildings, and take care when extinguishing cigarettes outside.

### Prevention of Fire Spread

Measures are in place to prevent fire and smoke spreading through or between buildings, both to allow people to escape safely, and to contain the fire, thus limiting damage. These measures must not be tampered with:

- Fire doors – are fitted with self-closing devices, special strips to prevent smoke passing through them, and vision panels to enable people to check that it is safe to open. Any faults with these doors must be reported to Estates.
- Fire curtains and screens – come down when the alarm sounds in that building, creating separate zones. The area underneath the curtain must be kept clear at all time.
- Fire stopping – fills holes in walls etc. which form part of a fire stopped compartment. Damage to the fire stopping, or further holes in such walls, must be reported to Estates.

# Display Screen Equipment

## **What you can do to help yourself: Making adjustments to suit your needs.**



Make full use of the equipment provided. Adjust it to get the best from it and to avoid potential health problems.

Here are some practical tips:

### *Getting comfortable*

- Adjust your chair and screen to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal (at right angles to your upper arms) and your eyes at about the same height as the top of the screen.
- Make sure you have enough work space for whatever documents or other equipment you need. Ideally, place documents on a slope between the keyboard and screen.
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements. Move the phone away when not in use, but bring it closer when needed.
- Arrange your desk and screen to avoid glare or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful.

### *Keying in (typing)*

- Adjust your keyboard to get a good keying (typing) position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

### *Using a mouse*

- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with



## Display Screen Equipment cont.

your mouse arm stretched. Move the keyboard out of the way if it is not being used.

- Don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.
- Experiment with using the mouse with your left hand (if right handed) to give yourself a break.
- Use shortcut keys to avoid using the mouse. Use Auto-text and Auto-correct to avoid typing frequently used phrases many times.
- Adjust the click rate for the mouse (via Control Panel, Mouse).

### *Reading the screen*

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room. You may need to adjust this over the course of the year.
- Clean the screen surface regularly.
- In setting up software, choose options giving text that is large enough to read easily on your screen when you are sitting in a normal, comfortable working position (with the screen within arm's reach). Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).
- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the screen may need servicing or adjustment.
- Have your eyesight tested regularly (at least every 2 years) to check on your computer vision.

### *Posture and breaks*

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation).
- Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better than fewer long ones.
- Breaks should be taken at least once an hour. In some cases, more frequent breaks (e.g. every 15-20 minutes) may be necessary.

(based on HSE's *Working with VDUs*)

### *Using Laptops and Tablets*

- Use a separate keyboard and mouse so that the laptop can be put on a stand and the screen opened at eye level.
- Use your laptop on a stable base where there is support for your arms, and not on your lap.
- Take regular breaks. If you're moving, there's a lot less stress on your muscles and joints.
- Adopt good sitting posture with lower back support, and ensure that other desk equipment is within reach.
- Get into good habits before the aching starts. Neck, shoulder and back problems gradually build up over time.
- Using tablets forces the neck to flex more than if using a PC or a laptop and prolonged use will probably lead to neck pain. You should limit the time you use a tablet and take breaks at least every 15 minutes.

## **Display Screen Equipment cont.**

If you have carried out a self-assessment and made adjustments in line with this advice but still have problems when using your computer, contact Health and Safety for suggestions on next steps.

If you have a pre-existing medical condition and have had workstation adjustments in the past, speak to your HR Partner about having an Occupational Health assessment.

### **Eyesight Tests for Computer Users**

Poor eyesight can affect posture when working at a computer (for example, leaning in to see more clearly if you become short sighted). It is therefore important to have your eyesight checked regularly. All staff who use computers for their work are entitled to free eyesight tests, and if they need glasses specifically for computer work, the School will pay a contribution towards a pair of glasses. For details of the School's arrangements on eyesight tests, see HR's website:

<http://www.lse.ac.uk/intranet/staff/humanResources/reviewingAndRewarding/staffBenefitsAndPay/eyesightTestsForVDUUsers.aspx>

## Overseas Travel and Fieldwork

Travel is an essential part of LSE's activities. The Health and Safety Team are committed to assisting staff and students to manage their own travel safely. We do this by:

- providing advice on risk assessments and risk mitigation that will satisfy the insurers so they will provide cover.
- liaising with the insurers on behalf of staff and students who want to visit countries or areas that are considered to be high risk;
- sending the travel insurance cover note to all travellers, when we are informed of their planned travel;
- arranging specialist training courses once a term for those planning to work in high risk or hostile environments (such as Afghanistan, Iraq, South Sudan, Central African Republic) or carrying out sensitive research;
- logging all (notified) travel.

### What to do if YOU plan to travel on LSE-related business

1. Send details of your trip to Health and Safety, specifically:
  - destination (country, city/cities to be visited);
  - the dates you will be away;
  - the purpose of your travel.
2. Ensure you leave your itinerary and contact details with your Department, and put in place a system for regular checking in.
3. Read the country advice for the country you will be travelling to on the Foreign and Commonwealth Office (FCO) website, and also on TravelGuard (links and how to register for the latter available via the fieldwork page on the [Health and Safety](#) website).
4. Consider your contingency arrangement in case something goes wrong.
5. If your travel is to a country or area assessed by the insurers as being High or Extreme risk, you will be required to complete a risk assessment form. This should be signed by your Head of Department or Service Leader (Note: travel to Extreme risk countries may need to be authorised by the School Management Committee).
6. If you plan to go to a High or Extreme risk country, you should attend the Complex Travel Risk training.
7. If you are travelling to a country where sanctions apply, you will need to complete an additional form for the insurers to give clearance. This may take up to 4 weeks.