Local Safety Policy Statement

St Clement’s Building (STC): 1st, 2nd and 3rd Floors

**Louise Fisher** is the departmental Health and Safety Co-ordinator. She ensures that the Department co-operates with the School on all aspects of Health and Safety Policy and co-ordinates arrangements to address operational health and safety issues for the Department.

**LOCAL POLICY STATEMENT**

* **Louise Fisher** will circulate the updated Local Policy statement to staff at the start of each academic year. She will hand out the Local Policy statement to new staff, including temporary or agency staff on their first-day at work.
* The Local Policy statement will be posted on the Department’s website and display cabinets

**FIRE**

* **Louise Fisher** will circulate local fire action instructions to staff at the start of each academic year. She will hand out local fire action instructions to new staff, including temporary or agency staff, and long term visitors on their first-day in the department.
* Local fire action instructions will be posted on the department’s website and display cabinets.
* The nominated fire wardens are **Afua Danquah** and **Louisa Lawrence** and the area they cover are the 1st, 2nd and 3rd Floors of the St Clement’s building.
* When the fire alarm is activated, fire wardens will check that offices occupied by the department are cleared and report to the assembly point.
* The Fire Assembly Point for the Department is: **John Watkins Plaza outside the Library**

**ACCIDENT & INCIDENTS REPORTING**

* Staff must report any accident, near miss (incidents where there is a potential for injury) or work related ill-health to **Louisa Lawrence** or **Louise Fisher** who will investigate the circumstances of the incident and take steps to prevent a re-occurrence where possible.
* An accident report form must be completed following an incident and sent to the School’s Health and Safety team.

**FIRST AID ARRANGEMENTS**

* The School has a number of qualified first-aiders who can be summoned in the event of anyone being taken ill or sustaining an injury. First-aiders contact details are published on the [Health & Safety website](http://www2.lse.ac.uk/intranet/LSEServices/services/healthAndSafety/Home.aspx). Assistance can also be obtained by dialling **666** from any internal telephone or **020 7955 6555** from a mobile.
* A first-aid kit is available in the main Sociology administration office **S116**.

**HAZARD REPORTING & WORKPLACE INSPECTIONS**

* Unsafe conditions or defects in premises or equipment must be reported to **Kalynka Bellman** so that these can be notified to Estates as soon as possible. Defective equipment must be taken out of service and marked with appropriate warning notices.
* **Afua Danquah** will ensure that the floor areas in gangways, thoroughfares are not obstructed.
* **Afua Danquah** will inspect departmental offices once per term and report the findings of the inspection to the LSE Health and Safety team. He will also check that shelving is secure and not overloaded.

**SAFE USE OF COMPUTERS & LAPTOPS**

* Staff must complete the [‘complywise’](http://complywise.net/cwlse/) online training and risk assessment modules on an annual basis. New staff should complete the modules within 2 weeks of commencing work.
* **Louise Fisher** will receive notification of concerns identified by the online risk assessment and to co-ordinate resolution of these concerns.

**INDUCTION**

* **Louise Fisher** will ensure that staff receive a basic health and safety induction on their first-day. New staff will be shown how to safety use any equipment relevant to their work as appropriate.
* Central Induction which includes health and safety information is provided for new staff by Organisational & Lifelong Learning (for support staff) and the Teaching and Learning Centre (for academic staff). **Louise Fisher** will ensure that staff are offered places on the appropriate session.

**TRAINING**

* Health and safety training is provided online and covers fire safety, stress management, manual handling, use of computers and personal safety. Staff should complete each module annually.
* Staff should visit the Training and Development website for details of other training available.
* **Louise Fisher** will identify additional training requirements in co-operation with the LSE Health & Safety Team and disseminate information to all relevant staff in the department.

**LIFTING & CARRYING**

* **Kalynka Bellman** will co-ordinate manual handling risk assessments for the Department. This involves listing activities which involve significant manual handling tasks, undertaking assessments and implementing measures to reduce the risk of injury, and disseminating the findings of risk assessments to staff.

**USE OF ELECTRICAL EQUIPMENT**

* All staff should carry out a visual check of portable electrical appliances to look for defects such as worn leads or damaged plugs before they use the equipment. Defective equipment must be taken out of service and reported to **Kalynka Bellman**.

**LONE WORKING**

* Staff working alone on weekday evenings after 19.00 hours, anytime during the weekend or during School Closure should notify Security, so that they can take appropriate action in the event of an emergency

**EVENTS & CONFERENCES**

* **Kalynka Bellman** will undertake a risk assessment for events, seminars and conferences organised by the Department.

**OFF SITE VISITS AND FIELD TRIPS**

* Risk assessments must be undertaken by staff arranging a fieldtrip or research visit to potential hostile environments to ensure precautions are taken to ensure the safety of participants.
* **Louise Fisher** will keep information on off-site trips organised or sponsored by the Department, and records of risk assessments undertaken.

**OTHER RISK ASSESSMENTS**

* **Louise Fisher** will ensure that risk assessments are undertaken as appropriate including risk assessments for pregnant or nursing mothers, disabled members of staff or persons returning to work after injury or long term sickness.

Health & safety issues should be raised with **Louise Fisher** or the responsible person named above. Further information is available from the LSE Health & Safety Team (ext. 3677 or 3638 or [Health.And.Safety@lse.ac.uk](mailto:Health.And.Safety@lse.ac.uk)).

If there is an imminent risk of serious injury Security should be contacted immediately on ext. 666.