

- 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
- 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.