

## LSE HEALTH AND SAFETY POLICY

### 1. Purpose

- 1.1. This document sets out the School's approach to fulfilling the requirements of legislation on health and safety.

### 2. Context

- 2.1. Health and Safety at Work etc. Act 1974 places a responsibility on employers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees (whether the work is on School premises or while travelling on School-related business).
- 2.2. The Act also places a responsibility on employers to ensure, so far as is reasonably practicable, that persons not in their employ (such as students, visitors and contractors) are not exposed to risks to their health or safety through the conduct of their undertaking, whether on School premises or while travelling on School-related business (including study and fieldwork research).
- 2.3. The Act requires employers to produce a written statement of their general policy with respect to the health and safety at work of their employees, and how this policy will be carried out.
- 2.4. In setting out accountabilities for health and safety, the LSE uses the principles outlined in the *Leadership and management of health and safety in higher education institutions* guidance issued in 2015 by the University Safety and Health Association in partnership with the Universities and Colleges Employers Association.

### 3. Scope

- 3.1. The Health and Safety Policy applies to the LSE Council, all employees of the LSE, and all LSE students.

### 4. General Policy – Statement of Intent

- 4.1. The LSE 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.
- 4.2. The Council considers 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.
- 4.3. Through the implementation of the Health and Safety policy, the Council is committed to the following objectives:
  - a) To provide, as far as reasonably practicable, a safe and healthy working environment, safe premises and facilities for staff, students and visitors;
  - b) To ensure, as far as reasonably practicable, that risks associated with travel by staff and students in the course of School business are appropriately managed;
  - c) 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;
  - d) 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;

- e) To ensure that staff have access to appropriate training and development to enable them to discharge competently the responsibilities assigned to them;
  - f) 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;
  - g) To have in place arrangements to plan, implement, monitor and review measures to address risks arising from the School's activities; and
  - h) To strive to improve continuously the School's health and safety performance.
- 4.4. The Director of the London School of Economics is charged with implementing this Policy by the use of a suitable safety management system.
- 4.5. The Council and Director seek and expect the full co-operation and support of the whole School community to ensure that the Health and Safety Policy and the arrangements which are put in place to support the objectives of the Policy are implemented effectively.

## **5. Responsibilities and Accountabilities for Health and Safety**

### **5.1. The LSE Council**

- 5.1.1. The Council has strategic oversight of all matters related to health and safety at the London School of Economics and seeks assurance from the School's executive that effective arrangements for health and safety are in place and are working.
- 5.1.2. The Council regularly reviews the Health and Safety Policy, and the School's health and safety objectives and key performance indicators.
- 5.1.3. The Council considers the health and safety implications of strategic decisions it makes.
- 5.1.4. The Council receives and considers regular reports from the Director of the LSE on the performance of the safety management system, and reports on significant health and safety incidents as soon as practicable.

### **5.2. The Director**

- 5.2.1. 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 accountable to the Council for the health and safety management of the School.
- 5.2.2. The Director will:
  - a) endorse and sign the School's Health and Safety Policy and any revisions agreed by the Council;
  - b) set health and safety objectives for the School Management Committee and monitor performance against these objectives;
  - c) report at least annually on the performance of the arrangements to implement the School's Health and Safety Policy to the Council;
  - d) report significant health and safety incidents to members of the Council at the earliest opportunity.

### 5.3. School Management Committee

- 5.3.1. As the Committee whose role is to provide effective, coordinated and strategic leadership to the School, the School Management Committee (SMC) will:
- a) put in place arrangements to implement the Health and Safety Policy;
  - b) agree how the Health and Safety Policy is measured, monitored and reported through the development of key performance indicators;
  - c) agree a School-wide auditing program and respond to reports from audits;
  - d) agree and monitor the health and safety risk register;
  - e) agree a School-wide health and safety competency framework;
  - f) consider the health and safety implications of strategic decisions
  - g) satisfy themselves that the School has appropriate competent advice for all aspects of health and safety.
- 5.3.2. Members of the SMC will, as appropriate, set health and safety objectives for their direct reports, and monitor performance against these objectives.
- 5.3.3. SMC will establish and maintain a sub-committee, chaired by a member of the SMC, as the principal forum for consultation with the Trade Union Safety Representatives on health and safety matters, and for monitoring the safety management system.
- 5.3.4. Additional, specific responsibilities may be placed on the collective or on named members of the School Management Committee in Safety Standards and policies which enact parts of the overarching Health and Safety Policy

### 5.4. Heads of Department and Service Leaders

- 5.4.1. As senior managers, Heads of Department and Service Leaders are expected to implement the School's Health and Safety Policy and consequent arrangements through local management arrangements.
- 5.4.2. Heads of Department and Service Leaders are expected to manage the risks arising from their activities which could affect staff, students, visitors, contractors and others.
- 5.4.3. In particular, Heads of Department and Service Leaders will:
- a) identify activities of the Department or Division carrying significant risk, and take steps to manage those risks;
  - b) ensure staff and others who could be affected by those risks are made aware of them and any necessary precautions;
  - c) ensure appropriate local inductions are delivered;
  - d) ensure any required training has been identified for roles and activities, and that staff attend this training;
  - e) review any accidents and incidents arising from their activities, or occurring to staff in the Department or Division;
  - f) participate in safety inspections of their areas;
  - g) consider the health and safety implications of new projects at the

planning stage;

- h) embed health and safety arrangements during procurement of contractors;
- i) set health and safety objectives for the Department or Division, and check whether they have been met;
- j) check that all actions arising from risk assessments, safety inspections and audits have been implemented;
- k) report on their health and safety performance to their line manager.

5.4.4. Additional, specific responsibilities may be placed on named Heads of Department or Service Leaders in Safety Standards and policies which enact parts of the overarching Health and Safety Policy.

5.4.5. Heads of Department and Service Leaders may delegate all or some of the above functions to their staff but will retain full responsibility for ensuring that they are correctly performed.

### 5.5. Line managers

5.5.1. Line managers are expected to implement the local health and safety management arrangements of the Department or Division, and to monitor and check their effectiveness.

5.5.2. In particular, line managers will:

- a) ensure risk assessments are undertaken and recorded, as required, and that protective measures are implemented;
- b) ensure that the risks of new processes and equipment are assessed before implementation;
- c) make arrangements to ensure their staff can attend required training within normal working hours;
- d) take appropriate action when health and safety is likely to be compromised;
- e) implement recommendations from audits and inspections, and report on progress to the Head of Department or Service Leader;
- f) investigate reports of accidents, incidents and near misses arising from the activities of the Department or Service, and embed any learning points from these.

5.5.3. Additional responsibilities may be placed on line managers in individual Safety Standards and policies which enact parts of the overarching Health and Safety Policy.

### 5.6. Supervisors

5.6.1. Supervisors are expected to lead by example – complying with local arrangements and rules.

5.6.2. Supervisors are expected to monitor and check that the local arrangements and rules are being followed by the staff they supervise.

5.6.3. Supervisors must report any concerns about the effectiveness of local health and safety arrangements to their line manager or other appropriate manager.

## 5.7. Employees

- 5.7.1. All employees, regardless of their position in 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:
- a) to take reasonable care for the safety of themselves and others at work who may be affected by their acts or omissions;
  - b) to co-operate with their employer and others in fulfilling statutory responsibilities;
  - c) 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 LSE, this would normally be by notifying their Health and Safety Coordinator, line manager, Estates Helpdesk, or Security) and
  - d) 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 (in the context of the LSE, this would normally be by notifying their Health and Safety Coordinator or line manager).
- 5.7.2. The School requires all employees to fulfil these legal responsibilities by co-operating in all matters concerning health and safety, in particular by:
- a) adhering to the School's arrangements and procedures and other preventive and protective measures put in place to control and manage risks to the health and safety of employees, students and visitors;
  - b) reporting any accident, incident of verbal or physical abuse, near miss or equipment damage immediately to their Health and Safety Coordinator or line manager;
  - c) notifying their line manager or supervisor if they experience ill health that they have reason to suspect may be work-related;
  - d) using any equipment or items provided for work correctly and in accordance with manufacturers' or suppliers' instructions and any training received.

## 5.8. Students

- 5.8.1. The School expects all students to co-operate with its efforts to protect their health, safety, and welfare. In particular, they are expected:
- a) to take reasonable care of their own safety and not place others at risk by their actions;
  - b) not to engage in reckless or careless behaviour that might compromise the School's preventive and protective measures;
  - c) not to intentionally damage or misuse any equipment;
  - d) to report defects or unsafe situations to their Departments or Hall of Residence;
  - e) to 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 and following any instructions given to

them by fire wardens, Security Staff or, in the case halls of residence, residential staff;

- f) to report accidents and near miss incidents on campus to their Department or the building's Reception desk. In Halls of Residence, they should report accidents and near miss incidents to the Reception staff.

## 6. Functions of the Head of Health and Safety and other Competent Persons.

- 6.1. The Head of Health and Safety is employed by the LSE to provide independent advice, assistance and assurance with regard to the School's health and safety management system. Additional generalist health and safety advisers are appointed to assist with this function.
- 6.2. The Head of Health and Safety has a right of access to the Director, the Chair of Court and Council and the Chief Operating Officer.
- 6.3. Other competent persons may be appointed by Service Leaders to assist them discharge specialised or technical aspects of their responsibilities. Such competent persons may be employed directly by the School, or contracted from external provider. Examples of where such specialist advice might be required are given at Annex A.

## 7. Trade Union Health and Safety Representatives

- 7.1. 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.
- 7.2. 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.

Signed:

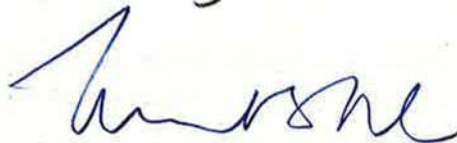


**Chair of the Court and Council**

Date

15 May 2018

Signed:



**Director of London School of Economics**

Date

15 May 2018

**Examples of Competent Persons who may be appointed**

- Fire Safety Adviser
- Fire Engineer
- Construction Safety Adviser
- Legionella Adviser
- Asbestos Adviser
- Occupational Health Physician
- Occupational Health Nurse
- Occupational Hygienist
- Travel Assistance Provider

**Document control****Review schedule**

Review interval	Next review due by	Next review start
1 year	June 2018	January 2018

**Version history**

Version	Date	Approved by	Notes
1.0	14 October 2014	Council	
2.0	16 May 2017	Council	<p>Major changes – new sections on responsibilities of Council and of SMC. Removal of sections on responsibilities of Departmental/Unit Managers, H&amp;S Coordinators, Director of Estates, Director of HR, Contractors, role of H&amp;S Committee, removal of section on Arrangements for Monitoring Performance and Monitoring and Review of the Policy. Combined responsibilities of HoDs and Service Leaders. Separation of responsibilities of line managers and of supervisors.</p> <p>All remaining sections have been re-written, although the actual general aspirations remain broadly the same.</p>

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