



**London
South Bank
University**

Health and Safety Policy

10 October 2017

Health and Safety Policy

1.0 Health and Safety Policy - Introduction and Purpose

- 1.1 This document sets out the vision and high performing aspiration of London South Bank University in its approach to health and safety, and intent to produce clear, concise, meaningful information, which is appropriate to all.
- 1.2 It aims to enable staff, students and visitors to go about their business or studies safely, and the University to provide an excellent environment for all its stakeholders. In achieving this, London South Bank University accepts its obligations under the Health and Safety at Work etc. Act 1974, the Regulatory Reform (Fire Safety) Order 2005 and other statutory provisions.
- 1.3 The Health and Safety Policy is issued upon the authority of the Board of Governors. This document is supported by health and safety procedures which can be found on the [intranet](#).

2.0 Health and Safety Policy Statement

- 2.1 London South Bank University accepts its responsibilities for health and safety and will take all reasonable and practicable steps to safeguard all persons affected by its activities. The requirements of health and safety legislation will be adhered to and will set the very minimum standards of health and safety performance.
- 2.2 All employees, and students (as a condition of enrolment) are expected to share this commitment to health and safety by complying with policies and procedures, exercising due care and attention and by understanding that they too have obligations to themselves and one another.
- 2.3 The University will seek to ensure that:
 - a. a high commitment to health and safety amongst all employees, and students is encouraged through an active consultation and ongoing communication process;
 - b. systems are in place to enable people to be empowered to raise health and safety concerns with management;
 - c. the necessary expertise, resource, management structure, procedures and risk assessments are in place to ensure effective management of health and safety throughout the university;
 - d. all work, teaching, communal areas, plant and equipment meet approved safety standards;
 - e. suitable and appropriate training is provided to maintain safe working practices.
- 2.4 The Health and Safety Policy will be reviewed as necessary, but as a minimum every two years.

Signed



Vice Chancellor

Date

10 / 10 / 2017

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3.0 Organisation of Health and Safety

Health and safety is everyone's business. Effective health and safety management can only be achieved through co-operative effort at all levels of the organisation. Good health and safety goes hand in hand with high standards of quality and service.

3.1 The Board of Governors

3.1.1 As employer, the Board of Governors has a duty to ensure, so far as is reasonably practicable, the health safety and welfare at work of its staff and those affected by its activities, including students and visitors. The Board of Governors has a key collective role in providing health and safety leadership, receiving an annual report on the performance of health and safety and is notified of any major incidents.

3.1.2 The Board of Governors delegates the day to day responsibility for health and safety management to the "duty holder" and understands it remains accountable for the standards reached.

3.2 Vice Chancellor

The Vice Chancellor, as "duty holder", has day to day responsibility for ensuring this policy is put into practice. This responsibility is delegated to the Executive Director of Human Resources in his absence. The Vice Chancellor has overall responsibility for health and safety and shall:

- ensure that appropriate systems are in place and adequate resources are available to provide for the effective management of health and safety;
- advise the Board of Governors on its statutory health and safety obligations;
- ensure that line managers know and accept their responsibilities regarding health and safety and make arrangements to ensure that these responsibilities are adequately discharged;
- ensure adequate consultations with appropriate support services and employee representatives, trade unions and other interested parties prior to the introduction of any change which may affect the health and safety of employees;
- ensure effective communication channels exist to spread such information concerning health and safety which may affect University employees;
- report to the Board of Governors on the University's performance in the management of health and safety.

3.3 Health & Safety Lead Officer

The Vice Chancellor appoints the Executive Director of People and Organisation to:

- take a leadership role to co-ordinate the University's activity with regards to health and safety and ensuring legislative compliance, advise on resource requirements and support continuous improvement.

3.4 Responsibilities of Executive, Deans, Directors and Heads of Professional Services

Under the direction of the Vice Chancellor, all Executive Members, Deans, Directors and Heads of Professional Services and all equivalent officers must make adequate provision for the effective management of health and safety within their area of responsibility. To achieve this, they will be responsible for ensuring that:

- all their staff and students know and accept their individual responsibilities regarding health and safety, and have the necessary authority, training and resources to discharge them;
- an adequate programme is established and maintained to ensure the reduction of accident potential, ensure compliance with legal and university procedures and to deal with reporting and investigating incidents;
- there is effective communication and adequate consultation concerning health and safety with members of staff, students and their representatives;
- they are aware of the principal hazards and risks present in the areas under their control, that appropriate risk assessments of all hazardous items, areas and activities have been undertaken, and that work is being carried out in accordance with specified controls and safe working practices;
- where necessary the advice of the Health Safety and Resilience Team is sought on any health and safety matter;
- risk based health and safety meetings are appropriately constituted and provide notes of their meetings to the Health and Safety Joint Committee;
- staff and students comply with health and safety policies, procedures and codes of practice. Failure to do so may result in disciplinary action being taken;
- contractors are required to supply the University with appropriate risk assessment and method statements. All contractors engaged conduct their work in accordance with the terms and conditions of the contract, health and safety legislation, university procedures, codes of practice and without endangering the university's employees, students or others. Failure to comply with the above may result in termination of the contract;
- staff complete the appropriate risk assessment as required by the Health and Safety (Display Screen Equipment) regulations 1992 for using Display Screen Equipment at work;
- health and safety is considered in planning and budgeting and that resources are used effectively and in proportion to local risks;
- arrangements are in place for regular monitoring, auditing and review of health and safety performance;
- any matter brought to their attention relating to health and safety receives prompt and appropriate action. Any matter found to be in breach of statutory requirements which cannot be effectively dealt with at their own level is escalated upwards appropriately.

3.5 Responsibility of the Executive Director of People and Organisation

In addition to the above responsibilities, the Executive Director of People and Organisation is responsible for ensuring systems are in place to monitor and take action to improve workplace sickness levels, the operation of the Occupational Health Service and Employee Assistance Programme and all related data.

3.6 Responsibilities of Supervisory Staff

Every member of staff who manages or directly supervises the work of others is responsible for their health and safety. Employees who are direct line managers of staff are required to:

- ensure all new employees reporting to them complete the compulsory Health and Safety training are made aware of the University Health and Safety Policy, the names of key staff with specific health and safety responsibilities, fire evacuation and first aid arrangements;
- ensure health and safety matters brought to their attention are dealt with expediently and appropriately. In cases where issues cannot be rectified by them within two working days, supervisory staff should identify and communicate an expected timescale for resolution;
- attend appropriate management health and safety training / briefings;
- ensure adequate supervision of employees within their own area of responsibility and staff completion of appropriate health and safety training, including compulsory training as necessary;
- ensure risk assessments are undertaken where appropriate for areas and activities within their remit, staff receive Display Screen Equipment Assessments and are aware of how to report any accidents;
- promote active participation in health and safety matters amongst staff and include health and safety as a standing agenda item at staff meetings;
- suspend activities if health and safety is being compromised, and seek advice from Line Management or through the Health, Safety and Resilience Team;
- adequately investigate any accidents or ill-health that occur to their staff and any accidents to students / visitors. They must record the findings and recommendations, with action plans for improvement on the OSHENS database;
- as part of the annual performance management process ensure suitable and sufficient appraisal of staff, to confirm they are able to undertake their duties without harm to themselves or others, and identify safety training needs;
- comply with the duties of all employees.

3.7 Duties of all Employees

3.7.1 Under the legislation all members of staff are responsible for looking after their own health and safety and that of others with whom they are working. They must:

- comply with all local and university health and safety policies and procedures, follow any health and safety instructions provided by line managers, and attend appropriate health and safety training, including compulsory training as necessary;
- report any accidents, defects, unsafe circumstances (e.g. near misses) or work related ill health of which they become aware, using the appropriate reporting systems;
- ensure that their working methods or areas do not present unnecessary or uncontrolled risks to themselves or others;
- make use of items and protective equipment provided for health and safety reasons. Never to intentionally or recklessly interfere with or misuse any equipment provided for health and safety or firefighting;
- be aware of fire precautions, evacuation arrangements and first aid provision for their area.
- inform their line manager if they are not confident that they are competent to carry out a work activity safely, rather than compromising their own safety or the safety of others.

3.7.2 Failure to comply with the University's policies and procedures may lead to disciplinary action.

3.8 Responsibilities of Students

3.8.1 It is a condition of enrolment that students agree to abide by the University health and safety policy and procedures, particularly in relation to emergency preparedness and general safe behaviour. Students must also adhere to the authorised opening and closing times of any University building, and comply with instructions from security personnel or university staff. The University expects all students to play an active role in managing health and safety risks by:

- completing any compulsory Health and Safety training as required.
- making use of items and protective equipment provided for health and safety reasons. Never to intentionally or recklessly interfere with or misuse any equipment provided for health and safety or fire-fighting;
- being aware of fire precautions, evacuation arrangements and first aid provision for their area, and complying with the need to evacuate a building in the event of an emergency alarm, or being requested to do so by security or university staff;
- considering health and safety risks prior to undertaking practical activities and discussing them with their tutor. Reporting health and safety incidents and accidents to their tutors or a member of staff.

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- 3.8.2 Students should not normally bring children (i.e. anyone under 18) to the campus. (Also see Section 5 below).
- 3.8.3 Failure to comply with the University's policies and procedures may lead to disciplinary action under the Student Disciplinary Code.

3.9 Contractors

- 3.9.1 The University has a legal responsibility to ensure contractors provide a service to the University without endangering employees, students or visitors. In addition the University is obliged to inform contractors of any foreseeable risks that may affect them whilst on University premises. Colleagues who employ contractors are responsible for ensuring that contractors are competent to carry out the work safely.
- 3.9.2 All contractors undertaking work for the University must be assessed for their health and safety management. Mandated contractors' health and safety management for the services/materials/equipment they provide has been checked during the tender process, this list is held by the Procurement Manager. Contractors are required to:
- comply with all statutory requirements and legal obligations placed upon them in the course of their work, and all University health and safety processes;
 - comply with London South Bank University contractor procedures;
 - ensure they attend any required induction meeting, prior to commencing work;
 - carry out work in accordance with the risk assessment and method statements, both of which should be provided to the client prior to commencing the work;
 - employ persons who are competent to carry out their duties without risk to the health and safety of themselves and others;
 - when appointing sub-contractors to carry out all or part of the work, check their level of competence and ensure they comply with the same standards of work and requirements;
 - report accidents to the appropriate member of staff immediately.

4.0 Authorised Visitors

Authorised visitors should report to the Security Staff on duty or Receptionist on arrival at LSBU. They will be issued with a visitor's badge, which must be returned to Reception upon departure. Organised larger events may utilise a structured pre- booking system or "sign in" on the door, where visitors receive a form of badge wristband or lanyard.

5.0 Children and Young People

- 5.1 Allowing access for children and young people (i.e. anyone under the age of 18) is led by the Child Protection Sub Group of the Safeguarding Committee. For advice about signing in arrangements at receptions please contact the Security and Reception Services Manager.
- 5.2 The University Children and Young People on Campus Policy provides details on how to arrange for children and young people to be safely allowed on site.
- 5.3 It must be emphasised that children and young persons' remain with and under the control of the responsible adult at all times during their stay.
- 5.4 In Halls of Residence please refer to the Under Eighteen's Accommodation Policy for more details.

6.0 Use of premises by External Bodies

- 6.1 The authorised hirer of University premises will be required to comply with the commercial hire terms and conditions, arrival safety briefing and event details sheet.
- 6.2 For any use over and above a standard classroom based activity, a copy of the appropriate Risk Assessment should be submitted to the Health Safety and Resilience Team for any comments, at least one week in advance.

7.0 First Aid

- 7.1 The University has a robust system in place to make first aid provision to staff, students and anyone using the premises. The Health Safety and Resilience Team maintain a list of all first aiders.
- 7.2 Full details of first aid arrangements are available in the relevant policy found on the [intranet](#).

8.0 Hazardous Substances

- 8.1 Any person who introduces or manufactures a source of hazard in the University has a duty towards the control of the hazard and the eventual safe disposal of the hazard. Accurate records must be maintained. The main source of information will be the Material Safety Data Sheets (MSDS) supplied by substance manufacturers / suppliers. The supply of such information is a legal requirement. Information on chemical substances must be stored and made available to staff and students who may use such substances and/or be affected by their use.
- 8.2 When working with hazardous substances risk assessments must be undertaken before work commences, and hazards removed or controlled where possible. Full details on the arrangements for the Control of Substances Hazardous to Health (COSHH) are available from the relevant document on the [intranet](#).
- 8.3 Persons working with hazardous substances must undertake all necessary training as required.

9.0. Health and Safety Joint Committee

The above committee meets three times per year to be consulted on health and safety and is chaired on alternating years by the Vice Chancellor or his nominee, then the Nominated Trade Union Representative. Terms of reference and membership details are available from the Governance Team.

10.0 Trade Unions

The University recognises the importance of Trade Unions in the creation of an effective health and safety management system and is committed to consultation and dialogue, in order to achieve this aim. The process of formal consultation on matters of University Health and Safety Policy is made through the Health and Safety Joint Committee. Risk based Health and Safety Committees provide opportunity for further consultation and contribution to the effective management of health and safety.

11.0 Health Safety and Resilience Team

The Health Safety and Resilience Team is responsible for:

- promoting a positive health and safety culture throughout the University including developing and auditing the University's health and safety management system;
- developing, consulting on and promoting policies and guidance to manage the effective control of significant health and safety risks;
- providing specialist health and safety, fire safety and information and support to all parts of the University, including the dissemination of good practice;
- advising the University on its statutory obligations relating to health and safety, fire safety and providing health and safety reports to the Health and Safety Joint Committee;
- establishing and maintaining effective procedures for fire and other emergencies and the evacuation of buildings;
- providing systems for the investigation and reporting of accidents, work related diseases, near misses and dangerous occurrences, and making recommendations to prevent recurrence;
- recommending / providing appropriate training for employees in health and safety matters;
- managing the staff Occupational Health and Employee Assistance Programme contracts.