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LSBU

Health and Safety Policy

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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. All health and safety legislation requirements will be adhered to, and we will aim to set best practice standards of health and safety performance.

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 understanding that they also have obligations to themselves and one another.

This Policy Statement applies to every aspect of the University's business, including all educational, research and knowledge exchange, commercial, residential, recreational and management activities.

We intend to provide and implement a process of continual improvement to ensure a safe, healthy and secure work environment, where this is within our influence. This will primarily be achieved by implementing relevant HSE and sector guidance and refining the existing safety management framework to align with accredited international standard to promote the systematic management of health and safety.

The Principal Aims of this Policy Statement are to ensure:

- a. All University leaders clearly understand their roles and responsibilities and accept ownership and full responsibility for Health and Safety matters;
- b. All staff, including leaders and managers, are sufficiently trained to enable them to discharge their legal duties competently;
- c. A high commitment to Health and Safety amongst all employees, and students are encouraged through an active consultation and ongoing communication process;
- d. The necessary expertise, resource, management structure, procedures and risk assessments are in place to ensure effective management of Health and Safety throughout the University;
- e. Everyone takes reasonable care of their own Health and Safety and that of others who might be affected, and as far as is necessary co-operates and assists the University to comply with its statutory Health and Safety obligations;
- f. All work, teaching, communal areas, plant and equipment meet approved safety standards;
- g. Health and Safety performance standards are monitored and measured against clear, measurable indicators aimed at continuous improvement.

London South Bank University is committed to pursuing the highest Health and Safety standards and allocating suitable and sufficient resources to fully implement the Policy Statement. This Policy Statement will be reviewed as necessary but as a minimum every two years.

Signed



David Phoenix, Vice Chancellor

07/01/2022

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1. Purpose

- 1.1. London South Bank University (LSBU) has a legal duty under Sections 2 and 3 of the Health and Safety at Work etc. Act 1974, to protect all interested parties engaged with the organisation from the risk of injury and ill-health arising from its workplace activities. The Health and Safety Policy Statement (September 2021) support compliance with these duties and underpin the LSBU Group Corporate Strategy.
- 1.2. LSBU is committed to meeting its legal duties by ensuring that everyone involved is actively engaged and works in collaboration to optimise safety, health and wellbeing on campus.
- 1.3. For compliance purposes, this document defines the roles, responsibilities and accountabilities necessary to implement the University's Health and Safety Policy statement at each level of the organisation. It has been developed in line with the requirements set out in the ISO 45001 standard for Health and Safety Management System.

2. Scope

- 2.1. The policy applies to all staff, students, contractors and visitors.
- 2.2. Every member of the University community has a responsibility to play their part by fully cooperating and assisting the University to comply with statutory Health and Safety requirements.

3. Roles, Responsibilities and Accountabilities

3.1. The Board of Governors

As an 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 Health and Safety performance and is notified of any major incidents.

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. Leadership Roles

i. *Vice Chancellor and Chief Executive Officer*

As "duty holder", the Vice Chancellor has day-to-day responsibility for ensuring this Standard is put into practice. This responsibility is delegated to the Group Secretary 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;
- provide 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;
- Seeks and receives assurances of the effective implementation of the Health and Safety Policy via the operation of the Group Health and Safety Joint Committee and School and PSG Health and Safety Forums, Health and Safety Reports including accident and incident data, advice from the Group Secretary, Director of Group Assurance, and liaison with Executive Members and Deans and Directors.

ii. *Health and Safety Lead Officers*

- The Vice Chancellor appoints the Group Secretary to take a senior leadership role to co-ordinate the University's activity regarding Health and Safety, ensure legislative compliance, advise on resource requirements and support continuous improvement. The Director of Group Assurance will directly advise and support the Group Secretary in this duty.
- The Group Chief People Officer 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.

iii. *Executive, Deans, Directors and Heads of Professional Services*

Under the direction of the Vice Chancellor, all Executive Members, Deans, Directors, 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;
- ensure awareness of the importance of complying with accident and incident reporting, investigation and prevention initiatives;
- there are 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 and up to date risk assessments of all hazardous items, areas and activities are in place, 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 Group 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.

iv. *Operational Management / Supervisory Staff*

Every staff member who manages or directly supervises others' work 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, and are provided with 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 they cannot rectify issues 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, their staff have 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 staff appraisal process, identify staff safety training needs or concerns;
- comply with the duties of all employees.

3.3. Compliance Support Roles

v. *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 advice, including the dissemination of good practice;
- advising the University on its statutory obligations relating to Health and Safety, escalating issues of concern to senior management, and providing Health and Safety reports to the Group Health and Safety Joint Committee;
- establishing and maintaining effective procedures for fire and other emergencies and the evacuation of buildings;
- providing central systems for the investigation and reporting of accidents, work-related diseases, near misses and dangerous occurrences, and making recommendations to prevent recurrence;
- recommending appropriate training for employees in Health and Safety matters;

vi. *Other Departmental Roles*

The University recognises and supports the enormous role of staff volunteers across the organisation who assist the University to meet its statutory obligations and embed a compliant, positive safety culture. Roles include Building Coordinators and Evacuation Assistants, First Aiders, Mental Health First Aiders and Radiation Protection Supervisors.

4. Duties of all Employees

4.1. Under the legislation, all staff members 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 safely carry out a work activity rather than compromising their own safety or others' safety.

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

5. Duties of all Students

5.1. It is a condition of enrolment that students agree to abide by the University Health and Safety standards 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 security personnel or university staff instructions. 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 firefighting;
- 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.

5.2. Students should not normally bring children to the campus.

5.3. Failure to comply with the University's policies and procedures may lead to disciplinary action under the Student Disciplinary Code.

6. Contractors/Service Providers

6.1. The University has a legal responsibility to ensure contractors provide a service to the University without endangering employees, students or visitors. The University is also 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.

6.2. All contractors undertaking work for the University must be assessed for their Health and Safety management.

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, including obtaining any required permits to work;

- 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.

7. Consultation, Committees and Forums

7.1. The Group Health and Safety Joint Committee meets three times per academic year to be consulted on Health and Safety and is chaired on alternating years by the Group Secretary or nominated trade union representative. Terms of reference and membership details are available from the Health, Safety and Resilience team.

8. Trade Unions

8.1. The University recognises the importance of trade unions in the creation of an effective Health and Safety management system. It 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 Group Health and Safety Joint Committee. Risk-based Health and Safety Committees provide an opportunity for further consultation and contribution to the effective management of Health and Safety.

9. Health and Safety Training

9.1. Participating in Health and Safety training, commensurate with an individual's management and/or operational role is expected at all levels of the organisation.

9.2. Staff are able to demonstrate a clear understanding of Health and Safety risks through the attainment of the following qualifications (or recognised equivalents), and by attending or completing internal Health and Safety training courses (organised by the Health, Safety and Resilience team) as described in the table below:

Organisational Role	Recommended Training Courses
Leadership Roles	<ul style="list-style-type: none"> • IOSH Leading Safely
Operational Management Roles	<ul style="list-style-type: none"> • IOSH Managing Safely
Organisational Role	Mandatory Training Courses
Building Coordinators and Evacuation Assistants	Building Coordinator and Evacuation Assistant Training
All staff	<ul style="list-style-type: none"> • Compulsory Health and Safety Module <ol style="list-style-type: none"> 1. H&S basics 2. Improving safety through risk assessment

	4. Working with computers / Online DSE Assessment • Fire Safety
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10. Documentation and Records

10.1. The Health, Safety and Resilience team is responsible for implementing and maintaining a formal Health and Safety management document control system.

11. Communication

11.1. This Standard should be communicated to all staff, students, contractors, visitors and other interested parties through appropriate routes. The latest copy of this Standard is available on the University's webpages.

12. Change Control

12.1. Changes to this document are maintained in the Health, Safety and Resilience Document Control Register which is held by the Head of Group Health Safety and Resilience.