

Health and Safety Policy

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The London South Bank University (LSBU) Group 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 are expected to share this commitment to health and safety by complying with all policies and procedures, exercising due care and attention and understanding that they also have obligations to themselves and one another.

The principal aims of this policy statement are to ensure:

- a. All 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, 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 across the LSBU Group;
- 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 LSBU Group 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.

LSBU Group is committed to the highest standards of health and safety by ensuring the allocation of sufficient resources. This policy statement provides overarching direction to each institution within the LSBU Group and should be read in conjunction with their local policies and arrangements, overseen by their respective boards.

Signed

Professor Tara Dean

LSBU Co-Vice Chancellor

Date: 18 June 2025

Signed



SBA Executive Principal

Date: 27 June 2025

Signed

Deborah Johnston

SBC Co-Vice Chancellor

Date: 21 June 2025

Health and Safety Policy (London South Bank University)

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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 Group Health and Safety Policy Statement supports compliance with these duties and underpins 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 and in off-site contexts.
- 1.3. For compliance purposes, this document defines the roles, responsibilities and accountabilities necessary to implement the Group 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 Systems.

2. Scope

- 2.1. This policy applies to all staff, students, contractors, and visitors of LSBU, whether on campus or participating in approved off-site university activities (including field trips, remote placements, and international travel).
- 2.2. Every member of the university community has a responsibility to cooperate fully and assist the university in complying 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 being 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. 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 consultation 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; and
- Seek and receive assurances regarding the effective implementation of the Health and Safety Policy via the operation of the Group Health and Safety Joint Committee, College and Professional Services health and safety forums, health and safety reports (including accident and incident data), and liaison with Executive members, Deans, Principals, Directors, and Heads of School/Services.

ii. Chief People & Legal Officer (as Health & Safety Lead Officer)

The Vice Chancellor has appointed the Chief People & Legal Officer (CPLO) as the university's primary Health & Safety Lead Officer, with responsibility for:

- Overseeing the Health, Safety and Resilience function at the Executive level, ensuring compliance with all relevant legislation and standards;
- Chairing (or designating the Chair for) the Group Health & Safety Joint Committee and driving continuous improvement across the institution;
- Providing strategic direction on resource requirements and leading university-wide coordination on health and safety initiatives; and
- Working collaboratively with Deans, Principals, Directors, Heads of School, and other senior leaders to ensure that significant risks are identified, controlled, and reported appropriately.

iii. Executive, Principals, Deans, College Directors of Operations, Heads of School and Heads of Professional Services

Under the direction of the Vice Chancellor, all Executive Members, Principals (e.g., Executive Principal for SBC/SBA), Deans, College Directors of Operations, Directors, Heads of Professional Services, and Heads of School must make adequate provision for effective health and safety management within their respective areas. Specific responsibilities for all individuals in these roles include:

- Ensuring their teams (staff and students) know and accept their individual responsibilities regarding health and safety, and have the necessary authority, training, and resources to discharge these responsibilities;
- Ensuring awareness of and compliance with accident/incident reporting, investigation,

and prevention initiatives;

- Maintaining effective communication and adequate consultation concerning health and safety with team members, students, and their representatives;
- Being aware of principal hazards and risks within their control, ensuring appropriate and up-to-date risk assessments are in place, and that work adheres to specified controls and safe working practices (including off-site activities);
- Consulting with the Health, Safety and Resilience team on any complex or significant health and safety matter;
- Convening or participating in relevant health and safety meetings/committees, ensuring notes of these meetings are shared with the Group Health and Safety Joint Committee;
- Enforcing staff and student compliance with health and safety policies, procedures, and codes of practice. Failure to comply may lead to disciplinary action;
- Ensuring that contractors provide suitable risk assessments and method statements, and that contracted work complies with all relevant legislation, University policies, and codes of practice;
- Making sure that Display Screen Equipment (DSE) assessments are completed as required and that necessary adjustments are implemented;
- Incorporating health and safety considerations into planning and budgeting processes;
- Establishing arrangements for regular monitoring, auditing, and reviewing of health and safety performance; and
- Escalating any health and safety matter that cannot be resolved at their level to senior management or the Executive as appropriate.

iv. Operational Management / Supervisory Staff

Any staff member who manages or directly supervises others is responsible for health and safety within their team. Key duties include:

- Ensuring all new employees in their team complete compulsory health and safety training and are informed about critical contacts and emergency arrangements;
- Promptly addressing health and safety matters brought to their attention, including incidents or near misses;
- Maintaining appropriate supervision of employees and ensuring staff complete necessary health and safety training;
- Undertaking or reviewing relevant risk assessments (including for off-site activities) and ensuring employees know how to report any accidents or concerns;
- Including health and safety as a standing agenda item at team meetings;

- Suspending activities if health and safety is compromised and seeking advice as needed from senior management or the Health, Safety and Resilience team;
- Investigating accidents or incidents that occur within their area of responsibility and recording findings on the University's reporting system (OSHENS); and
- Identifying and addressing staff training needs through appraisals.

4. Duties of all Employees

- 4.1. 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 University health and safety policies, procedures, and any instructions provided by managers or supervisors;
 - Attend mandatory health and safety training and any other relevant training required for specific tasks or off-site duties;
 - Report accidents, near misses, or unsafe circumstances using the appropriate reporting systems;
 - Ensure their work methods and areas are free from unnecessary risks, both on and off site;
 - Use any protective equipment provided and never intentionally misuse safety equipment;
 - Be aware of fire precautions, evacuation arrangements, and first aid provisions in their area; and
 - Inform their line manager if they feel unqualified or unsure about carrying out a task safely, whether on or off site.
- 4.2. Failure to comply with the University's policies and procedures may lead to disciplinary action.

5. Duties of all Students

- 5.1. As a condition of enrolment, students agree to:
- Comply with the University's health and safety standards, procedures, and emergency protocols;
 - Complete any compulsory health and safety training relevant to their studies or off-site activities (e.g., fieldwork, placements, international travel);
 - Use protective equipment appropriately and never interfere with or misuse safety or firefighting equipment;
 - Follow fire evacuation procedures and instructions from University staff or security personnel;

- Consider health and safety risks prior to undertaking practical or off-site activities and seek guidance from tutors as needed; and
 - Promptly report any incidents or accidents to a member of staff.
- 5.2. Students should not normally bring children to the campus, except in accordance with specific policies.
- 5.3. Failure to comply may lead to disciplinary action under the Student Disciplinary Code.

6. Contractors/Service Providers

- 6.1. The university must ensure contractors provide services without endangering university employees, students, or visitors, and inform contractors of any foreseeable risks on university premises or off-site areas under LSBU control.
- 6.2. All contractors working for the university must:
- Comply with statutory requirements and any university health and safety processes;
 - Adhere to the LSBU Group Contractors Management Policy, including obtaining any required permits to work;
 - Attend required inductions before beginning work;
 - Follow agreed risk assessments and method statements;
 - Employ competent persons who can complete the work safely;
 - Vet subcontractors to the same standards; and
 - Report any accidents or incidents immediately to an appropriate university contact.

7. Consultation, Committees and Forums

- 7.1. The Group Health and Safety Joint Committee meets three times per academic year to provide consultation on matters related health and safety and is chaired by the Chief People & Legal Officer or their designated representative. Terms of reference and membership details are available from the Health, Safety and Resilience team.

8. Trade Unions

- 8.1. The university recognises trade unions' importance in establishing and maintaining an effective health and safety management system. Formal consultation on health and safety policy occurs through the Group Health and Safety Joint Committee, with risk-based health and safety committees offering additional opportunities for consultation.

9. Health and Safety Training

- 9.1. All staff are expected to participate in health and safety training relevant to their role (on and off campus).

- 9.2. Staff demonstrate understanding of health and safety risks by completing internal training and, where applicable, recognised external qualifications as identified in the table below:

Organisational Role	Recommended Training Courses
Leadership Roles	• IOSH Leading Safely
Operational Management Roles	• IOSH Managing Safely

Organisational Role	Mandatory Training Courses
All staff	• Health and Safety Module • Fire Safety Module • DSE Module

10. Documentation and Records

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

11. Communication

- 11.1. This Standard should be communicated to all staff, students, contractors, visitors and other interested parties through appropriate routes.
- 11.2. A current version of this document is available on both the [LSBU Website](#) and on [Connect](#).

12. Validity and Document Management

- 12.1. This document is valid as of June 2025.
- 12.2. 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.
- 12.3. The Head of Group Health Safety and Resilience will ensure it is reviewed every two years, making any updates as necessary.
- 12.4. Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial Issue	Board of Governors	January 2022
2	Change Review	Board of Governors	June 2025