



**London
South Bank
University**

Health and Safety Policy

20 February 2015

1.0 Health and Safety Policy - Introduction and Purpose

This document sets out the vision and high performing aspiration of London South Bank University in its approach to health and safety, and an intent to produce clear, concise, meaningful information, which is appropriate to all.

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 and other statutory provisions.

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 staff gateway: <https://www1.lsbu.ac.uk/staff/services/hss-policies>.

2.0 Health and Safety Policy Statement

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.

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.

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.

The Health and Safety Policy will be reviewed as necessary, but as a minimum each year.

Signed



Vice Chancellor

Date 20/2/15

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

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.

3.2 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 Chief Operating Officer 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 Chief Operating Officer 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 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 Safety Compliance and Business Continuity Team is sought on any health and safety matter;
- risk based health and safety meetings are appropriately constituted and provide minutes 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;
- 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 Human Resources

The Executive Director of Human Resources 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 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;
- ensure adequate supervision of employees within their own area of responsibility and staff completion of appropriate health and safety training, including mandatory 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 Safety Compliance and Business Continuity Team;
- as part of the annual performance management process ensure suitable and sufficient appraisal of staff, to ensure they are able to undertake their duties without harm to themselves or others, and identify safety training needs.

3.7 Duties of all Employees

Under the Health and Safety at Work Act etc 1974 all members of staff are legally 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 mandatory 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 fire fighting;
- 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.

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

3.8 Responsibilities of Students

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 that all students play an active role in managing health and safety risks by:

- 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;

3.8.1 Students should not normally bring children (i.e. anyone under 18) to the campus. (Also see paragraphs 4.1-4.3 and Appendix A.)

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

3.9 Contractors

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. All contractors undertaking work for the University must be registered as a part of the approved list of contractors. This list is under the management and maintenance of 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;
- 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 visitors 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.

Children (Also see Appendix A)

- 4.1 Access for children and young people (i.e. anyone under the age of 18) is by specific authority set out by a special entry form. This is issued by name to each child or young person only when accompanied by a responsible adult, and authorised by appropriate staff within the University, as per the separate policy on this topic. Where the numbers are such that issuing a form to every child/young person presents a problem, a list of names may be attached to a single special entry form.
- 4.2 The University member of staff in charge of the visit should ensure that a suitable risk assessment has been completed in advance of the visit.
- 4.3 It must be emphasised that children and young persons must remain with the responsible adult at all times during their stay. The responsible adult should observe the conditions set out on the special entry form, and register at reception as per the authorised visitors process in paragraph 4.0 above.

5.0 Use of premises by External Bodies

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.

For any use over and above a standard classroom based activity, a copy of the appropriate Risk Assessment should be submitted to the Safety Compliance and Business Continuity Team for any comments, at least one week in advance.

6.0 First Aid

The University has a robust system in place to make first aid provision to staff, students and anyone using the premises. The Safety Compliance and Business Continuity Team maintains lists of all first aiders and appointed persons.

Full details of first aid arrangements are available in the relevant policy found on the staff gateway at <https://www1.lsbu.ac.uk/staff/services/hss-policies>.

7.0 Hazardous Substances

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.

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 staff gateway <https://www1.lsbu.ac.uk/staff/services/hss-policies>.

Persons working with hazardous substances must undertake all necessary training as required.

8.0. Health and Safety Joint Committee

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

9.0 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.

10.0 Safety Compliance and Business Continuity Team

The Safety Compliance and Business Continuity Team is responsible for:

- promoting a positive health and safety culture throughout the University and developing and auditing the University's health and safety management system;
- all policies and procedures to manage the effective control of 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 appropriate training for employees in health and safety matters.

Appendix A

Authorised Child / Young Persons* Entry Form

*Child / young person means anyone under the age of 18 years.

Special Conditions:

University buildings are not to be used by children or young persons*. The conditions laid down emphasise the role of the responsible adult.

Access is restricted to the areas scheduled below, together with corridors, stairways and lifts giving access to those areas. Also toilets and similar facilities under supervision.

1. This form must be completed in advance of the visit (whenever possible).
2. The form must be produced on request e.g. by Security staff and must be handed over by the responsible adult to security / reception staff before leaving the University premises.
3. There must be strict compliance with all University, area and school rules.
4. The child / young person and the responsible adult must enter and leave the building by the main entrance ensuring they have been signed in and out.
5. The child / young person must be accompanied at all times by the responsible adult.
6. **At no time** should the child / young person be allowed access to a laboratory, store, workshop or classroom which has equipment or activities that are a potential hazard. Access is also restricted in the LRC and in all University libraries (except for returning learning materials).
7. Any child / young person found alone will be placed in care of the local police.
8. It must be emphasised that for events such as – Open Days; Conferences / Seminars; School visits to the University etc. a separate risk assessment process is required.
9. Access under normal circumstances is permitted for up to **one** hour. Visits requiring attendance of more than one hour **must** be authorised by the Safety Compliance and Business Continuity Team (except for Open Days; Conferences / Seminars; School visits).
10. Dispensation may be given for young students / university facility users enrolled with LSBU.
11. An LSBU Student / Enrolment form negates the need for this form.

Appendix A

Authorised Child / Young Persons* Entry Form

***Child / young person means anyone under the age of 18 years.**

The following sections must be completed fully.

Section 1: Details of child / young person and responsible adult

Name of child / young person:

Name of responsible adult:

Mobile telephone number of responsible adult:

I understand that the child / young person named is present in the University in my custody.

Signed:

University campus:

Section 2: Details of visit and authorising person (Departmental Health and Safety Co-ordinator)

Name:

Position:

Date of Visit:

Time of visit (24 hour clock):

Access permitted only to the following areas:

Area(s) / Room(s):

Signature: