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Health and Safety Policy - 2016

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## 1 Introduction, Purpose and Scope

The objective of our Health and Safety Policy is to enable the School to operate effectively and allow its staff, students and visitors to go about their business or studies safely.

Successful implementation of this policy will contribute significantly to business performance by reducing injuries, ill health, protecting the environment and reducing unnecessary losses and liabilities.

The policy gives relevant information on health and safety matters to members of staff and provides a framework for management to identify and control risks. It is expected that members of London School of Business staff will play their part by maintaining, and improving, that record.

The Health and Safety Policy is issued upon the authority of the School.

## 2 Health and Safety Policy Statement

The following is the general statement of the health and safety policy of London school of Business as required by the **Health and Safety at Work etc act 1974**.

The management of London School of Business accepts its responsibilities for health and safety, and will take all reasonable and practicable steps to safeguard the health and safety of all persons affected by its activities. The requirements of health and safety legislation will be adhered to and will set the minimum standard of health and safety performance.

The School will seek to ensure that:

- all workplaces, plant and equipment meets approved safety standards;
- training, information and advice is provided to maintain safe working practices;
- a high concern for health and safety among all employees and students is encouraged through an active joint consultative process;
- the necessary expertise, resource and procedures are in place to ensure effective management of health and safety throughout the School;
- to keep the Health and Safety Policy under review.

All employees and students 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 legal and moral obligations to themselves and one another.

### **3 Organisation of Health and Safety**

#### **3.1 General**

Although the responsibility for health and safety within the School ultimately rests with the School Management Team, School Director, being a safe organisation requires the input of everyone. To the extent that any individual has control over a School resource, he or she must also accept responsibility for this aspect of its performance. Therefore health and safety tasks will be delegated as appropriate through the line management hierarchy. This policy outlines the way these responsibilities are organised in the School.

#### **3.2 The School Management Team**

The School Management Team is ultimately responsible for providing a healthy and safe environment for the School's staff, students and visitors.

#### **3.3 Director**

The Director is accountable to the School Management Team for maintaining and promoting the efficient and proper leadership of the School, including responsibility for its organisation, administration, finances, and for the effective implementation of the Health and Safety Policy. The School Director has day-to-day responsibility for implementation of these responsibilities.

In this regard, the Director has overall responsibility for health and safety at the School and to:

- a) ensure that appropriate systems are in place and adequate resources are available to provide for the effective management of health and safety at the School;
- b) advise the School Management Team on its statutory health and safety obligations;
- c) ensure that line managers know and accept their individual responsibilities regarding health and safety, and make arrangements to ensure that these responsibilities are adequately discharged;
- d) ensure adequate consultations with the appropriate specialist support services and employees' representatives prior to the introduction of any change which may affect the health and safety of employees;
- e) ensure effective communication channels exist to spread such information concerning health and safety which may affect School employees;
- f) ensure the School's performance in the management of Health and Safety.

#### **3.4 Responsibility of School Senior Management**

Under the direction of the Director all School Senior Management must make adequate provision for the effective management of health and safety within their area of control.

To achieve this they will be responsible for ensuring:

- a) where appropriate, health and safety duties are delegated, and that at all levels, employees know and accept their individual responsibilities regarding health and safety, and have the necessary authority, training and resources to discharge them;
- b) an adequate programme is established and maintained to ensure the elimination of accident potential, ensure compliance with legal and School procedures, to deal with and report incidents, communicate information and identify, eliminate or adequately control hazards;
- c) there is effective communication and adequate consultation concerning health and safety with all members of staff and their representatives;
- d) that appropriate induction and training is provided for all staff, students, and visitors and that staff attend such training;
- e) adequate supervision is made available;
- f) that 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;
- g) where necessary, the advice of the External Safety Office is sought on any health and safety matter;
- h) that staff and students comply with health and safety policies, procedures and codes of practice and take disciplinary action where necessary;
- i) all contractors engaged conduct their work in accordance with the terms of the contract, health and safety legislation, School procedures and codes of practice and without endangering the School's employees, students or others;
- j) health and safety is considered in planning and budgeting and that resources are used effectively and in proportion to the local risks;
- k) arrangements are in place for regular monitoring, auditing and review of health and safety performance;
- l) the Director is advised of any matter found to be in breach of statutory requirements which cannot be effectively dealt with at their own level; any matter brought to their attention relating to health and safety receives prompt and appropriate action.

### **3.5 Responsibilities of supervisory staff**

Every member of staff who manages or directly supervises the work of others is responsible for their health and safety. Accordingly, supervisory staff have health and safety duties appropriate to their role delegated from the School Director or Senior Manager. The responsibility for ensuring these duties have been fulfilled remains with the delegating manager.

Supervisory staff are responsible for ensuring that:

- a) where appropriate, health and safety duties are further delegated, and that at all levels, their employees know and accept their individual responsibilities regarding health and safety, and have the necessary authority, training and resources and awareness of hazards to carry them out;
- b) all areas under their control are safe and healthy working environments and that no plant, equipment or unnecessarily process pollutes the environment;
- c) all necessary plant, tools and equipment including personal protective equipment, is available in a safe condition and that safe access to and egress from places of work are always maintained;
- d) ensuring the safe conduct of activities within their areas of control, including compliance with health and safety legislation, School policies and procedures, ensuring risk assessments are completed and seeking specialist advice where necessary;
- e) accidents occurring within areas under their control are investigated and reported on the appropriate form, and that reasonably practicable actions are taken to prevent recurrence;
- f) any matter brought to their attention relating to health and safety receives prompt and appropriate action;
- g) line management or the appropriate person is advised of any matter found to be in breach of statutory requirements which cannot be effectively dealt with at their own level;
- h) suspending activities where health and safety is being, or is likely to be compromised and taking disciplinary action where necessary;
- i) defective equipment or plant is reported and taken out of use until repaired or replaced;
- j) welfare facilities are provided and maintained to an appropriate standard.

### **3.6 Duties of Employees**

Under the Health and Safety at Work Act all members of staff are legally responsible for looking after their own health and safety and that of others with whom they are working. To this end, members of staff have the following specific responsibilities to:

- a) comply with all local and School health and safety policies and procedures and with the arrangements in place to control health and safety risks;
- b) report to their line manager any accidents, defects, unsafe circumstances or work – related ill health of which they become aware;
- c) ensure that their working methods or area do not present unnecessary or uncontrolled risks to themselves or to others;
- d) attend appropriate induction and training as required;
- e) use all equipment provided for health and safety and do not interfere or misuse the equipment;
- f) be aware of fire precautions for their area;

- g) 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 Responsibilities of Students**

All learners must:

- a) co-operate with members of staff and tutors on health and safety matters
- b) not interfere anything provided to safeguard their health and safety and or the health and safety of others
- c) take reasonable care of their own health and safety
- d) report all health and safety concerns to an appropriate member of staff