

London School of Business and Management Studies

Health and Safety Policy

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1 GENERAL STATEMENT OF POLICY

The London School of Business and Management Studies (LSBS) acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf, and all others affected by their activities under the Health and Safety at Work Act 1974.

LSBS will provide and maintain safe and healthy working conditions, so far as is reasonably practicable.

1.1 LSBS will ensure:

- that it provides and maintains systems of work that are safe and without risks to health
- arrangements are made for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- that it provides such information, instruction, training, and supervision as is necessary to ensure the health and safety at work of all its employees, staff, students, and visitors
- the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks
- the provision and maintenance of a working environment for its employees, staff, students, and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

LSBS will provide adequate control of the Health and Safety risks arising from work activities.

LSBMS ensures that their entire staffs are competent to carry out their tasks and given adequate information, instruction, training, and supervision.

The School will encourage all employees to be actively involved in maintaining safe operating conditions and practices.

This policy will be regularly reviewed to ensure that these standards of health and safety are maintained.

2 ORGANISATIONAL RESPONSIBILITIES

2.1 Management Responsibilities

The responsibility for ensuring health and safety standards are maintained throughout LSBS lies with the people mentioned in this policy; they will:

- Ensure suitable financial provision is made for health and safety obligations
- Provide a safe working environment for employees and others who may be affected by the work activities
- Ensure that the health and safety policy is effectively implemented throughout the School
- Provide appropriate information, instruction, training, and supervision to employees
- Ensure work planned accounts for health and safety risks
- Provide adequate welfare facilities for their employees in accordance with the Workplace, (Health, Safety and Welfare) Regulations 1992.

2.2 Employee Responsibilities

All employees shall always take reasonable care of themselves and have due regard for the health and safety of others who may be affected by their work activities.

3 ARRANGEMENTS

3.1 The implementation of health and safety policy:

3.1.1 Communication

The contents of this policy are brought to the attention of all employees. Employees are directly consulted on any matters that may affect their health and safety.

3.1.2 Training

Training needs will be identified, and employees will be given training appropriate to their responsibilities. Training is specifically provided for those who work with hazardous substances, the use of equipment, the use of personal protective equipment (PPE) and manual handling. Additional training required because of new work activities and the use of new equipment or substances will be provided when needed. Training achievement of all employees will be recorded.

3.1.3 Risk Assessments

Risk assessments are a legal duty under the Management of Health and Safety at Work Regulations 1999.¹ Regulation 3, available online at the link in footnote 1, states that every employer shall make a suitable and sufficient assessment of:

- (a) the risks to the health and safety of his employees to which they are exposed whilst they are at work; and
- (b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking

The objective of this is to examine all work areas and procedures to assess or determine if a risk or potential risks exist, categorise the severity of the risk with a view to elimination, substitution, reduction, or control of the risk to help create a safe working environment.

The HR Office ensures operators are provided with appropriate instruction and training on risk assessments. Assessments are reviewed annually, when the work activity changes, or if an accident occurs relating to that assessment.

3.1.4 Visual Display Units (VDU)

Display screen operators may suffer from postural difficulties and visual fatigue, in addition to the other hazards of the workplace, such as tripping over cables or carpets, lifting injuries from picking up boxes of paper, etc. Although VDUs do produce some radiation, the levels produced are no more than those from the environment in many other areas.

Postural hazards result from poor ergonomics and working environment.

The following may produce fatigue-related conditions:

- sitting in an immobile position for long periods
- high rates of repetitive finger movements, with the wrists bent
- poor circulation to the legs
- pressure from the seat/chair upon the thighs caused by incorrectly adjusted seat.

Visual fatigue may result from the following:

- poor screen display, such as low contrast or flickering
- high levels of ambient light compared to the screen display
- reflections or glare
- the need for a document holder.

These can produce eye strain, headaches, among other related symptoms.

¹ <http://www.legislation.gov.uk/uksi/1999/3242/regulation/3/made>

It is our policy to exceed, where possible, the minimum health and safety requirements of the law. We aim to provide a working environment that is both comfortable and maximises the effectiveness of employees. Although the Regulations only apply to VDU users or operators (an operator is a self-employed VDU user), we will try to apply the principles to all VDU workstations regardless of the user category.

To achieve our goals, we will put in place arrangements and procedures for the assessment of risks from the use of VDU. The risk assessment will be followed by the provision, maintenance and monitoring of appropriate control measures to minimise any risks identified.

3.1.5 Emergencies

Employees must always familiarise themselves with client procedures and fire exits when first attending other sites and co-operate and participate in any drills.

3.1.6 Welfare

Welfare arrangements are provided in line with the Workplace (Health, Safety and Welfare) Regulations 1992. LSBMS works with the owners and managers of its campus premises to ensure that full compliance with the Workplace Approved Code of Practice. For example, it will ensure that the minimum number of sanitary conveniences is provided in line with the requirements set out in the Code of Practice for the anticipated staff and student numbers.

3.1.7 Equipment

All equipment is subject to routine maintenance, taking into account various factors, including:

- statutory testing – such as Forklift Truck
- type of equipment
- amount of use
- consequences of failure

3.1.8 Personal Protective Equipment (PPE)

The Personal Protective Equipment at Work Regulations 1992² requires employers to supply their employees with suitable and sufficient PPE wherever there are risks to health and safety that cannot otherwise be adequately controlled. PPE is provided as appropriate for the work activities. It should always be considered as the last resort and used only where

² <http://www.hse.gov.uk/toolbox/ppe.htm>

other precautions cannot adequately reduce the risk of injury. Every employee has a duty to use the PPE provided and to report any loss of or obvious defect in the equipment.

Please note that LSBMS has no duty to supply PPE to any self-employed consultants or contractors. Where such staffs require PPE to carry out their duties, the 1992 Regulations require them to supply these themselves.

3.1.9 Hazardous Substances

The law requires employers to control exposure to hazardous substances to prevent ill health. They must protect both employees and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).³

The risks associated with hazardous substances are considered for all work activities by obtaining information from the relevant Safety Data sheets where possible. Alternatively, less harmful substances should be used where possible. In case of risks to health, PPE is provided and used by employees. Unidentified potential hazardous substances, such as asbestos, encountered during a work activity are referred to the client and advice should be taken from the Health and Safety adviser, where appropriate.

Any substances hazardous to health that are encountered by employees, such as cleaning agents such as bleach are assessed using appropriate COSHH assessment forms.

3.1.10 First Aid and Accident Reporting

A basic first aid kit containing the recommended minimum materials is kept on the premises. An appointed person is selected from within the office to maintain the contents of the first aid kit and to phone for emergency assistance if required.

All accidents are reported to the Security and/or HR Office and recorded in the Accident and Incident Book. Those defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)⁴ as reportable incidents are also reported to the appropriate enforcing authority or to the incident contact centre in accordance with section 3.2 of this Policy.

All Accident and Incident Book entries and RIDDOR reports will be kept for 3 years from the date the record was made, in either hard-copy or digital format, or both.

3.1.11 Manual Handling

³ <http://www.hse.gov.uk/nanotechnology/coshh.htm>

⁴ <http://www.hse.gov.uk/pubns/indg453.htm>

The Manual Handling Operations Regulations 1992⁵ state that:

1) Each employer shall -

(a) so far as is reasonably practicable, avoid the need for his employees to undertake any manual handling operations at work which involve a risk to their being injured.

Each employer shall:

(b) where it is not reasonably practicable to avoid the need for his employees to undertake any manual handling operations at work which involve a risk of their being injured:

(i) make a suitable and sufficient assessment of all such manual handling operations to be undertaken by them.

(ii) take appropriate steps to reduce the risk of injury to those employees arising out of their undertaking any such manual handling operations to the lowest level reasonably practicable.

(iii) take appropriate steps to provide any of those

employees who are undertaking any such manual handling operations with general indications and, where it is reasonably practicable to do so, precise information on: (a) the weight of each load; and (b) the heaviest side of any load whose centre of gravity is not positioned centrally.

If employees are required to use any manual handling equipment they should, as a minimum, be shown how to use it safely and warned of any dangers. If the equipment is complex or the risks are higher, then such information should also be conveyed in writing. This could be done, for example, by providing staff with a copy of the suppliers' operating instructions.

The main aim of the Manual Handling Operations Regulations is to avoid injury to employees, this can be achieved by avoiding moving loads altogether, but in most circumstances this will be impracticable. The second stage in the hierarchy of control is to try and automate or mechanise the manual handling operations. This can be achieved by using forklift trucks and conveyor belts. If this is not possible, the employer will be required to carry out a manual handling assessment, this may be a simple assessment or it may require a more detailed assessment.

A detailed assessment needs to consider:

⁵ <http://www.hse.gov.uk/msd/backpain/employers/mhor.htm>

1. The task - Is there twisting, stretching, or stooping involved?
2. The individual's capability - Does it require unusual height, strength, or training?
3. The load - Is the load, hot, heavy, sharp, or difficult to grasp?
4. The environment - Are there slippery floors, stairs, or confined spaces? Our employees are advised not to manually handle loads, which they feel incapable of moving safely.

3.1.12 Fire Safety

Exposure to fire can result in burns and inhalation of smoke, both of which can be sufficiently serious to be fatal. Fires can cause massive destruction to the building structure, services, equipment, or goods in storage. Information and records can also be destroyed or damaged. We are legally obliged to safeguard our employees against exposure to the hazards associated with fire.

For these reasons, we undertake to put in place arrangements for the assessment of risks from fire and appropriate control measures to minimise the risks identified. These measures will include the following arrangements, procedures and controls:

- inspection of the structure of the premises for fire safety annually
- fire detection equipment to be installed and inspected regularly
- any fire alarms will be regularly tested
- fire suppression apparatus will be inspected regularly
- emergency lighting will be provided as appropriate
- fire extinguishers will be placed at clearly labelled fire points
- emergency exit routes and signs to be kept clear at all times
- we will train staff in the use of extinguishers, procedures for fire drills and evacuation
- records of training, induction, drills, alarm tests, fire certification to be kept on the premises and up to date in the fire log book.

These arrangements will be reviewed at least annually and on any significant change in the business or the premises.

Employees are reminded that they have a legal obligation under the Management of Health and Safety at Work Regulations 1999 to inform their manager of situations where they see serious and imminent danger to health and safety, OR any matters where they see a shortcoming in our arrangements for health and safety protection (including any shortcoming in training).

3.1.13 Student Safety

Students receive a student handbook when they enrol; this contains details of health and safety information they should be aware of. Students are informed that they are responsible for their own safety and that of others: purposeful breaches of health and safety requirements are likely to be considered grounds for expulsion from LSBSM.

All staff, both teaching and non-teaching are responsible for ensuring that students behave in a responsible manner and for reporting any breaches of health and safety requirements.

3.1.14 Public Safety

Members of the public who may visit our site are informed of any specific hazards that may exist on the premises and adequately supervised whilst they are on the premises. Procedures for evacuation, and emergency exits in the event of a fire are also made known.

3.2 RIDDOR – Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013

The current regulations, RIDDOR 2013, came into force on 1st October 2013 and require online reporting to the Health and Safety Executive (and in some cases to the Local Authority) of injuries, diseases and dangerous occurrences which arise out of or in connection with work activities. The following guidance interprets these regulations as they apply to LSBSM. The reporting timescales for RIDDOR incidents to the HSE is within 10 days.

RIDDOR reports should be made through the online reporting system here:

Injuries: <https://extranet.hse.gov.uk/lfserver/external/F2508IE>

Dangerous Occurrence: <https://extranet.hse.gov.uk/lfserver/external/F2508DOE>

Occupational Disease: <https://extranet.hse.gov.uk/lfserver/external/F2508AE>

Fatal accidents and certain injuries to staff can only be reported by phone to: 0345 300 9923

For the purposes of the requirement to report under RIDDOR the injury must be “Arising out of or in connection with work” and of a reportable type. Reportable injuries are:

3.2.1 Specified injuries to workers

The list of ‘specified injuries’ in RIDDOR 2013 replaces the previous list of ‘major injuries’ in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs

- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalding requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

3.2.2 *Over-seven-day incapacitation of a worker*

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

3.2.3 *Over-three-day incapacitation*

Accidents which in a worker being incapacitated for more than three consecutive days must be recorded, but not reported.

3.2.4 *Non-fatal accidents to non-workers (e.g. members of the public)*

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

3.2.5 *Occupational diseases*

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome
- severe cramp of the hand or forearm

- occupational dermatitis
- hand-arm vibration syndrome
- occupational asthma
- tendonitis or tenosynovitis of the hand or forearm
- any occupational cancer
- any disease attributed to an occupational exposure to a biological agent.

Further guidance on occupational diseases is available.

3.2.6 *Dangerous occurrences*

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment

plant or equipment encountering overhead power lines

the accidental release of any substance which could cause injury to any person.

A full list of Dangerous Occurrences can be found online at the link in footnote 6.⁶

When determining whether an injury arises out of or in connection with work, acts of non-consensual violence to a person at work that result in death, a major injury or being incapacitated for over seven days are reportable. Such an example would be “a lecturer being hit by a disruptive student during a lecture” or “security staff injured removing student from common room/intervening in argument between students”. What would not be reportable would be “a supervisor/manager being hit by another employee during an argument over a personal matter”. This example is not a “work related incident” under the regulations and, as such, would be an assault and either police or disciplinary action may follow.

In addition to the above RIDDOR reporting requirements, organisations must also keep a record of all incidents that result in over absence of three days.

⁶ <http://www.hse.gov.uk/riddor/dangerous-occurrences.htm>