



Policy

Occupational Health and Safety

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Related Policies & Procedures	Arrangements for Health and Safety Management

1. SCOPE

- 1.1.** This policy applies across London School of Hygiene and Tropical Medicine (LSHTM), including its activities away from the London estate and at the MRC Unit The Gambia at LSHTM and MRC/UVRI and LSHTM Uganda Research Unit.

2. POLICY

- 2.1.** Relating to Safety, it is LSHTM Policy to;
- 2.1.1.** Prevent accidents and cases of work-related ill health by effectively managing its health and safety risks to staff and students.
 - 2.1.2.** To develop and implement a health and safety strategy identifying, and addressing, the key risks faced by LSHTM.
 - 2.1.3.** Provide clear instructions and information, and adequate training, to ensure staff and students are competent to do their work.
 - 2.1.4.** Consult with staff and students on matters affecting their health and safety.
 - 2.1.5.** Take full account of occupational health and safety considerations in planning and decision making.
 - 2.1.6.** Provide and maintain safe means of workplace access and exit.

- 2.1.7.** Ensure adequate emergency arrangements are in place and the first aid provision for all our staff and students.
- 2.1.8.** Ensure arrangements are in place for the safe transport, handling, storage and disposal of all hazardous substances.
- 2.1.9.** Create an environment where issues of concern can be raised to management by staff and their representatives in a blame-free culture.
- 2.1.10.** Provide and maintain adequate facilities, plant, equipment, systems and working conditions to ensure the safety for the health of our employees, visitors, contractors and the public.
- 2.1.11.** Provide adequate resources for personnel, time and funding to ensure the effective implementation of this Policy.
- 2.1.12.** Ensure that this Policy is continually monitored, measured and reviewed.
- 2.1.13.** Ensure that LSHTM takes all reasonable steps to ensure the health and safety of its staff and students when they work from home.

Relating to Occupational Health, it is LSHTM policy to;

- 2.1.14.** Promote physical and mental health amongst staff and students.
- 2.1.15.** Support staff and students with illness, injury or other medical or health requirements.
- 2.1.16.** Assist in the prevention of health-related problems amongst staff and students as a result of their activities.
- 2.1.17.** Use a robust and confidential record keeping system for statutory health records by both the OH Provider and H&S Team.
- 2.2.** In the delivery of the above all staff, students, visitors and contractors must understand that they;
 - 2.2.1.** have a personal responsibility for their own health and safety and that of others that may be affected by the things they do or fail to do
 - 2.2.2.** must adhere to all relevant policies, arrangements, procedures, codes of practice and guidelines.
 - 2.2.3.** have the right to stop work if they feel that they or anyone else may be in serious or imminent danger.
 - 2.2.4.** must use protective equipment or clothing provided for the tasks to be carried out
 - 2.2.5.** should report any dangerous incidents, including accidents, which cause - or may cause - injury to people, damage to property or harm to the environment
- 2.3.** Leadership, accountability, training and employee participation are the key elements for achieving an effective Health and Safety management system; in this regard, LSHTM will also;

- 2.3.1.** Ensure that management at all levels is responsible and accountable for the occupational health and safety of their staff, visitors and contractors.
- 2.3.2.** Provide information, instruction, training and supervision to all our employees to enable them to carry out their work activities in a safe and competent manner.
- 2.3.3.** Encourage active consultation with workers and invite suggestions for improvement in health and safety measures
- 2.3.4.** Ensure all our employees and contractors receive training on the key environmental impacts and responsibilities associated with their individual jobs

3. PROCEDURES AND ARRANGEMENTS

- 3.1.** LSHTM's various arrangements for occupational health and safety management will be applied in the implementation of this policy in the United Kingdom and all other LSHTM activities outside of the UK, including at the Units. These are documented in a Safety Management System (SMS). This SMS, will be applied so far as is reasonably applicable for all other LSHTM activities outside of the UK, including at the MRC Unit The Gambia at LSHTM and MRC/UVRI & LSHTM Research Unit, both of which have their own procedures to deliver this Policy.