

 <p>S P Jain London School of Management</p>	<h2>Health, Safety and Wellbeing Policy</h2>
Document Type	Policy
Administering Entity	Chief Operating Officer, Dean, Heads of Services, all staff
Latest Approval/ Amendment Date	
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Approval Authority	Board of Directors

1) Purpose

- a) As part of providing an appropriate environment for learning, research and employment, the SP Jain London School of Management (the School) accords the highest priority to the health, safety and wellbeing of its members of staff, students and others who may be affected by its activities and who utilise its facilities.
- b) Ensuring health, safety and wellbeing is integral to all areas of the School's activities and facilities with standards at least equivalent to those required by legislation.
- c) Effective implementation of this policy document requires the commitment of all those within the School to accept and carry out their individual and collective health and safety roles and responsibilities.

2) Scope

- a) This policy applies to all activities and facilities considered to be wholly or partly under the School's control. It covers all members of staff, students, visitors and others involved with those activities and accessing those facilities.

3) Health and safety statement of intent

- a) The School will:
 - i) Take all reasonable care in the conduct of its activities and the provision of its facilities to ensure the safety, health and wellbeing of its members of staff, students, and others who may be affected.
 - ii) Ensure the necessary resources are available, as far as is reasonably practicable, to deliver successful health and safety risk management.
 - iii) Provide and maintain clear structures to ensure appropriate levels of health and safety responsibility are assigned and are accepted across the School.
 - iv) Ensure the necessary systems and mechanisms secure effective dissemination and communication of, and consultation on, matters of safety, health and

wellbeing.

- b) In carrying out successfully its statements of intent, the School will deliver and maintain its health, safety and wellbeing objectives of:
 - i) Providing and maintaining a safe and healthy environment for all.
 - ii) Individual acceptance of, and commitment to, health, safety and wellbeing being integral to all activities.
 - iii) Ensuring the necessary information, instruction and training to carry out health and safety responsibilities competently.
 - iv) Fulfilling, as a minimum, its statutory and common law duties of care.
 - v) Embedding and applying sensible health and safety risk management practices.

2) Health and safety organisation and responsibilities

- a) The Board of Directors:
 - i) has ultimate responsibility for health, safety and wellbeing across the School, including responsibility for ensuring that an effective and up-to-date health and safety policy is in place;
 - ii) will ensure the necessary resources are made available for the effective implementation of the policy;
 - iii) will be advised on matters of health, safety and wellbeing by the Chief Operating Officer who acts as Secretary to the Board;
 - iv) will receive an annual report from the Chief Operating Officer to monitor Health, Safety and Wellbeing within the School.

- b) The Chief Operating Officer is responsible for:
 - i) Ensuring the development and continued implementation of the School's health, safety and wellbeing policy and procedures.
 - ii) Appointing personnel and/or appropriate contractors to provide the necessary competent assistance and advice on matters of health, safety and wellbeing.
 - iii) Establishing and maintaining mechanisms for effective consultation and cooperation on matters of health, safety and wellbeing.

- b) The Dean is responsible for:
 - i) Providing clear and visible leadership on health, safety and wellbeing for academic activities.
 - ii) Ensuring, so far as is reasonably practicable, the health, safety and wellbeing of the School's academic members of staff, students and others affected by its activities.

- c) The Head of Student Services has particular responsibility for the health and

wellbeing of students and ensuring that the appropriate policies and procedures are in place.

- d) Heads of Professional Service/Programme Directors have overall responsibility for health, safety and wellbeing within their School or Service.
- f) Academic staff – whether permanent or adjunct- have a level of responsibility for ensuring the health, safety and wellbeing of the students under their direction and supervision. This includes:
 - i) Satisfying themselves health and safety risks arising from activities undertaken, and equipment, materials, facilities etc. used by their students have been addressed so far as is reasonably practicable.
 - ii) Ensuring that they and their students are fully aware of the risks to health and safety associated with the academic activities under their control, the protection and prevention measures in place and any relevant emergency procedures.
 - iii) Ensuring students are aware of support provided by Student Services for their wellbeing.
- g) All members of staff shall:
 - i) Take reasonable care for their own health, safety and wellbeing, and that of others who may be affected by their actions or omissions whilst at work.
 - ii) Cooperate with the School on matters of health and safety to assist the School in fulfilling its statutory and common law duties of care.
 - iii) Never intentionally misuse or recklessly interfere with anything provided in the interests of health, safety and wellbeing.
 - iv) Ensure they report, through the appropriate mechanisms, any situation of which they are aware and know is likely to present significant risk to their own or any other person's health, safety or wellbeing, including all incidents.
 - v) Ensure they undertake activities and use equipment and facilities in accordance with health and safety information, instruction or training that has been provided to them.
 - vi) Ensure that an appropriate risk assessment has been undertaken if lone working is required.

3) Students

- a) All students shall:
 - i) Take reasonable care for their own health, safety and wellbeing, and that of others who may be affected by their actions or omissions whilst at studying at the School.
 - ii) Co-operate with the School on matters of health and safety to assist the School in fulfilling its statutory and common law duties of care.
 - iii) Never intentionally misuse or recklessly interfere with anything provided in the interests of health, safety and welfare.

- iv) Ensure they report, through the appropriate mechanisms, any situation of which they are aware and know is likely to present significant risk to their own or any other person's health, safety or wellbeing.
- v) Ensure they undertake activities and use equipment and facilities in accordance with health and safety information, instruction or training that has been provided to them.

4) Contractors working for the School

- a) Contractors working for the School shall:
 - i) Be responsible for ensuring the personnel they employ take reasonable care for their own health, safety and wellbeing, and that of others within the School who may be affected by the actions or omissions of the personnel they employ.
 - ii) Co-operate with the School on matters of health and safety to assist the School in fulfilling its statutory and common law duties of care.
 - iii) Ensure they report, through the appropriate mechanisms, any situation of which they are aware and know is likely to present significant risk to their health, safety or wellbeing, or that of any other person within the School; and
 - iv) Abide by the School's health and safety policy, and any procedures and arrangements of the School, as these relate to the activities under their control.

5) Facilities Management

- a) Facilities Management is key to the safe operating of the School. The School will either employ a facilities manager or a contractor who, in liaison with the landlord, will as required:
 - i) Ensure the continuing safe condition of premises, equipment, facilities and services
 - ii) Undertake the statutory inspection and testing of relevant equipment
 - iii) Maintain the appropriate registers and records including accident registers.
 - iv) Assessing the suitability, on-going inspection, testing and maintenance of fire prevention system.
 - v) Managing the risks associated with legionella bacteria in the design, operation and maintenance of hot and cold water systems, air conditioning and similar systems.

6) Consultation

- a) The School recognises its duty as noted in the Health and Safety (Consultation with Employees) Regulations 1996. The School will consult with employees, in good time, on health and safety matters. As a non-unionised workplace, the School can consult either directly or through other elected representatives.
- b) Consultation will provide information to employees on health, safety and wellbeing

matters and take account of their views before making decisions on health and safety. This can include, but is not limited to risks arising from work, proposals to manage and/or control these risks, what to do if employees are exposed to a risk and the best ways of providing information and training.

6) Risk assessment and management

- c) Suitable and sufficient assessments will be in place for activities giving rise to significant risks to the health and safety of members of staff, students and others who could be affected.
- d) The resultant measures identified by these assessments to mitigate and manage these risks will be implemented and the risk assessments will be shared with staff and students as appropriate.
- e) Risk assessments will be subject to necessary reviews to confirm, and where appropriate revised to ensure, continuing validity.

7) Specific regulatory requirements

- a) The following areas are where specific regulatory requirements exist (but are not limited to) for risk assessment relevant across the School:
 - i) Fire safety;
 - ii) Display screen equipment;
 - iii) Manual handling;
 - iv) Work at height;
 - v) Noise at work;
 - vi) Hazardous substances;
 - vii) Young persons at work; and
 - viii) New and expectant mothers
- b) These regulatory requirements will be fulfilled through considering the risks as part of existing assessments or assessments that focus specifically on the area of risk.

8) Health and safety information, instruction, training and awareness

- a) Members of staff, and students will receive the necessary levels of health and safety information, instruction, training and awareness to enable competency in carrying out their work, research and study-related activities.
- b) New members of staff will receive a health and safety induction within two weeks of commencing employment and key information (e.g. emergency procedures) is provided on their first day.
- c) New students will receive suitable and sufficient health and safety inductions at the earliest opportunities on commencement of their studies.

9) Engagement and management of contractors

- a) Before engaging a contractor the School must be assured that contractor is competent in respect of both the carrying out of the requested works and the management of the associated health and safety risks.
- b) Contractors will have in place the relevant insurances whilst undertaking the respective works.
- c) All necessary health and safety information etc. will be issued to contractors ahead of and during the works for which they have been engaged.
- d) Contractors' health and safety performance will be monitored. Any issues or concerns raised will be formally followed up with the respective contractor by the School or Service's nominated representative.

10) First aid

- a) Adequate first aid arrangements will be in place for activities and facilities under the respective School or Service's control.
- b) First aid personnel will have received the necessary training and refresher training including, where appropriate, to ensure any qualifications are kept up to date.

11) Fire safety

- a) A 'responsible person' for fire safety will be appointed for the School.
- b) A risk assessment will be undertaken by a third party to ensure that the appropriate measures and mitigations are in place for fire safety management.
- c) Appropriate evacuation procedures will be in place for the School including the appointment of Fire Marshalls. These procedures will be communicated to all staff and students, including those assigned specific roles to assist in carrying out those procedures.
- d) Arrangements will be in place to ensure the continued safety of anyone with a disability that could adversely impact on their evacuation in the event of an emergency including the provision of Personal Evacuation Plans.

12) Incident reporting and investigation

- a) All staff and students will be made aware of the importance of reporting incidents, irrespective of circumstances or outcomes and how to report them.
- b) The Chief Operating Officer will be responsible for:
 - i) maintaining the record of incidents

- ii) undertaking investigations where required
 - iii) reporting any RIDDOR accidents.
- c) Actions arising from incident investigations will be monitored, as appropriate, to ensure implementation and continued effectiveness.

13) Travel, fieldwork and other activities off-campus

- a) Off campus travel and fieldwork activities and visits will be subject to suitable and sufficient risk assessments by the person responsible for the activities.
- b) The Finance Office must be consulted ahead of planned overseas travel or activities to ensure the necessary insurance cover will be in place.
 - i) Where any transport is organised by the School arrangements must take into the requirement to ensure that:
 - ii) Vehicles hired by the School are roadworthy and insured and that any driver is legally entitled to drive, and is competent in driving, the particular vehicle; or
 - iii) Reputable transport providers are engaged, carrying the necessary insurance covers.
- c) The person with responsibility for the travel or activity, along with those undertaking that travel or activity, must be aware of the necessary arrangements and contact information should an emergency situation arise.
- d) Any overseas travel or activities will be prohibited where:
 - i) The Foreign and Commonwealth Office advises against any travel to the intended country, or specific region within; or
 - ii) Adequate insurance cannot be secured.

14) Organised events (public and private)

- a) Where facilities are made available for public, private or externally-organised events, the necessary arrangements must be put in place to ensure the health and safety of those participating in and attending the particular event.

15) Staff wellbeing and the management of work-related stress

- a) Working arrangements will ensure as far as is reasonably practicable to ensure appropriate mitigation to promote staff wellbeing and to manage those work-related factors known to be causes of stress.
- b) Individual members of staff should raise issues where they consider that stress is being experienced and is adversely impacting on their health.