

Health, Safety and Welfare Policy

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Target Audience

This policy applies to:	All LSTM staff and students
This policy applies to:	Choose an item.

Annex of Modifications

Version	Date of issue	Details of modification from previous version
4	August 2018	New format document. Periodic review: Update of document LSTM/HS1v3 to separate from organisational arrangements
4.1	August 2020	Revised document format; periodic review.

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1 Introduction and Context

- 1.1. The Liverpool School of Tropical Medicine (LSTM); has, a statutory duty to ensure the health, safety and welfare (well-being) of staff, students and anyone affected by its activities and undertakings. This policy identifies the key elements of our health and safety management system and details the commitment the LSTM has for maintaining and improving the health, safety and welfare of all who may be affected by our activities. The aim of this policy is to foster a positive health and safety culture and in so doing contribute to the wellbeing of the LSTM community.
- 1.2. The LSTM policy is not only to comply fully with the Health and Safety at Work Act but to act positively to prevent injury, ill-health, damage and loss arising from its activities. The LSTM aims for excellence in health and safety by means of a continuous improvement of standards and systematically removing the causes of accidents and ill-health. Staff and students are a key resource and it is essential that risks to their health and safety are properly controlled through an effective health and safety management system and commitment at all levels within the LSTM.
- 1.3. The pursuit of excellence in health and safety is as important as the pursuit of excellence in teaching, research, and the other activities of the LSTM. The LSTM as an employer, educator and research institution is committed to ensuring that all the activities that we engage in are carried out responsibly with an understanding of the risks involved and with sensible and proportionate precautions put in place to match those risks. The aim is for continuing improvement in the way that health and safety risks are managed so that they become part of the way of doing business at the LSTM and that we build the competence of colleagues in this area
- 1.4. The LSTM recognises the important role strong strategic leadership and effective management control plays in establishing a positive safety culture and preventing incidents, work related ill-health and accidents. Crucial to the delivery of this aim is effective leadership and the policy identifies key leadership roles and accountabilities in the institution. We are committed to a high standard of health and safety and continually improving health and safety performance and this policy will provide the framework for this goal to be achieved.
- 1.5. People are our most valuable resource. Safeguarding their health, safety and welfare through high standards of health and safety is important to support LSTM's strategic objectives. Health safety and welfare are an integral part of the duties of all members of staff, especially, those responsible for the work of or in charge of staff or students of the. Those with such positions of responsibility will encourage a commitment to health and safety, and encourage everyone, staff and students, to regard good health and safety practices as the norm, and to help in establishing and observing high standards of health and safety. The LSTM values the important contribution that staff appointed safety representatives make in improving health and safety. A partnership approach to managing health and safety is crucial to the LSTM meeting its objectives for maintaining and improving health and safety performance.

- 1.6. Health and safety depend on co-operative efforts by all. The LSTM expects staff and students to recognise that they have a clear duty to:
- take care for the health and safety of themselves and others;
 - co-operate fully with health and safety arrangements made by the LSTM.
- 1.7. The LSTM will endeavour to achieve a high standard in health, safety and environmental practice to ensure that its community has a responsible attitude and regard for good practice.

2 Equality and Diversity

LSTM is committed to promoting equality of opportunity, combatting unlawful discrimination and promoting good community relations. We will not tolerate any form of unlawful discrimination or behaviour that undermines this commitment and is contrary to our equality policy.

3 Safeguarding

In line with our Safeguarding policy and procedures, LSTM's processes reflect our organisational commitment to keeping children and vulnerable adults safe.

4 Breaching the Policy

Breaches of the Health and Safety Policy may put LSTM at risk of prosecution by the Health and Safety Executive. Any breaches will be investigated by the Head of Health and Biological Safety and may be required to be reported to HSE if the safety of anyone has been compromised.

Breaches of the Health & Safety Policy may constitute misconduct under the Disciplinary Procedure and serious breaches may be regarded as gross misconduct, which could lead to dismissal. In such cases an investigation would take place after which a disciplinary panel may review and determine whether sanctions may be imposed. To achieve this a hearing would be arranged at which you would have the opportunity to present your case before the outcome is decided. You would have the right to be accompanied to any such hearing as well as the opportunity to appeal any subsequent decision. Full details of this procedure can be found in the Disciplinary Policy and Procedure document.

5 Health, Safety & Welfare Policy Statement Adopted by the Liverpool School of Tropical Medicine (LSTM)

- 5.1. LSTM is committed to providing and maintaining a healthy and safe working environment for all its employees, students and any other persons who may be affected by its activities. The overall responsibility for ensuring implementation of this policy lies with the LSTM Board of Trustees and Director.
- 5.2. LSTM recognises the fact that good health safety and welfare management has positive benefits to the organisation and that commitment to a high level of safety makes good business sense. It also recognises that health and safety is an essential function, and must therefore continually improve, update and adapt to changes. Similarly, LSTM must also do what is reasonable to avoid or to minimise any adverse environmental impacts from its activities and promote and adopt environmental sustainability initiatives. The successful implementation of this policy requires the full support and active co-operation of all employees and students at LSTM. This statement applies to all premises and activities within the control of LSTM. LSTM has made detailed arrangements for implementing this policy which are outlined in the Policy document entitled, Health Safety and Welfare Organisation and Arrangements.
- 5.3. In order to achieve this aim, LSTM has the following key objectives:
- to ensure the health, safety and welfare of all its employees whilst at work;
 - to ensure that students, visitors, contractors and others who may be affected by LSTM activities, are not exposed to risks to their health and safety;
 - to safeguard the environment from the effects of LSTM activities;
 - to identify hazards (the potential for harm), assess the risks (the likelihood of that harm being realised) and manage those risks;
 - to ensure that employees, students and others are adequately informed of identified risks and where appropriate receive the relevant information, instruction, training and supervision;
 - to make arrangements for co-ordination and co-operation with other employers where LSTM employees or students share premises, facilities or activities with persons working in other organisations or where persons from other organisations are working in LSTM controlled premises, facilities or activities;
 - to have clear and logical organisational and procedural arrangements in place to effectively carry out its duties;
 - to maintain work equipment in a safe state and provide both safe systems of work and a safe working environment for employees, students and others;
 - to maintain arrangements for ensuring safe use, handling, storage and transport of articles and substances;
 - to maintain clear procedures for action to be taken in the event of an emergency;
 - to prevent accidents and cases of work-related ill-health;

- to consult with employees, trade unions and others on health, safety welfare and environmental matters;
- to monitor and review the effectiveness of the LSTM arrangements and to implement improvements as appropriate;
- to encourage the development and maintenance of a positive attitude towards health, safety, welfare and environment throughout LSTM.

6 Principles of Implementation

- 6.1. Managers within LSTM are responsible for ensuring compliance with LSTM Health, Safety & Welfare Policy within their area of control. Each Manager is required to produce a relevant set of health and safety guidance documents applicable to their area of responsibility, including the health and safety of students, staff and visitors.
- 6.2. Relevant legislation and guidelines include but is not restricted to the following: Control of Substances Hazardous to Health Regulations (COSHH); the Genetically Modified Organisms (Contained Use) Regulations; Advisory Committee on Dangerous Pathogens (ACDP) guidelines, Transport of Dangerous Substances regulations and the Human Tissue Act.
- 6.3. LSTM will actively monitor performance in the management of risks under its control in order to ensure consistent standards of implementation throughout the organisation.
- 6.4. LSTM Health, Safety & Environment Committee will actively promote co-operation and effective communication between staff, students, managers and others. The main aim of the committee is to develop and implement effective arrangements to protect the health, safety and welfare of all stakeholders and support environmental sustainability initiatives.
- 6.5. Whilst LSTM accepts the main responsibility for implementation of this policy, individuals have an important role in co-operating with those responsible to ensure a healthy and safe working environment. Individuals are required to abide by rules and requirements made under the authority of this policy.
- 6.6. The LSTM health, safety, welfare and environment procedures and arrangements are contained within a separate document which is provided to all employees and updated and re-issued when necessary.

Signed

Date:

Professor David Laloo

Director