



DISSEMINATION OF HEALTH AND SAFETY INFORMATION

Introduction

Whilst LSHTM has many documents and procedures in place to help safeguard the health, safety and wellbeing of all those affected by our undertaking, these are worthless unless the information contained within them is passed to those who are affected by them.

LSHTM recognises the benefits to be gained from facilitating an open flow of communication and is therefore committed to ensuring that there is an adequate flow of health and safety information into, within and out of the School. This will enable employees and others to comply with legal and good practice requirements.

Responsibilities

The Deans of Faculty and Heads of Professional Services are responsible for:

- The implementation of this procedure within their area of responsibility
- Ensuring that there are arrangements in place to provide appropriate information to members of staff, students, visitors etc
- Ensuring the distribution of all relevant health and safety information within their area of responsibility. Such information may be communicated through regular briefings meetings, the email system or internal mail, and shall include:
 - The School's Health and Safety Policy Statement
 - Appropriate Health and Safety procedures and Faculty/ support service area-specific procedures
 - Information regarding the hazards to which persons may be exposed, including risks to their health and safety and the relevant protective measures, as identified by risk assessment
 - Risks associated with waste disposal that might affect the health and safety of all those associated with the substance disposal
 - Any specific features of the task in hand that might affect the health and safety of temporary staff or risk to the local community
 - The procedures for the evacuation of the premises in the event of serious and imminent danger, including the identity of those competent persons nominated by LSHTM to implement the evacuation procedures
 - Any risks identified, within their risk assessments and method statements, by contractors working on a temporary or permanent basis
 - Revised health and safety documents or risk control requirements
 - All other relevant general information on health and safety such as standards, guidance and aspects of law necessary to enable them to meet their health and safety obligations
 - Information on the outcome of relevant planning, reviewing and auditing systems
- Ensuring that health and safety information is comprehensible, i.e. it must be capable of being understood by the persons to whom it is addressed, taking

into account their training, knowledge and experience. Special consideration must be given to any employee/student with language difficulties, or with disabilities, which may impede their receipt and understanding of information

- Ensuring that health and safety issues are included as an Agenda item of all routine management meetings
- Ensuring that records are kept that identify:
 - The health and safety information distributed.
 - Those to whom the documents have been issued
- Ensuring the provision of dedicated Health and Safety notice boards at appropriate easily accessible locations
- Liaising with other organisations, on whose premises staff and students are required to work, in order to identify any specific health and safety issues and communicate information regarding our operational requirements. They will ensure that all relevant persons are provided with appropriate site and task specific health and safety information
- Ensure that contractors working within their area of responsibility are provided with relevant health and safety information

Note: The Deans of Faculty and Heads of Professional Services may delegate the above tasks to specific Managers, within their area of authority, as appropriate. Responsibility for health and safety forms part of managerial responsibility, through the management chain, even if not formally specified in the job description. The supervision of health and safety can be delegated, but the responsibility cannot.

The Safety Office is responsible for:

- Ensuring that up-to-date health and safety information is regularly obtained from appropriate recognised external sources
- Ensuring that all new health and safety information received by LSHTM or a Faculty or support service is reviewed and distributed to relevant persons via the School Safety Committee
- Assisting The Deans of Faculty and Heads of Professional Services, or their Managers, where appropriate, by reviewing official communication documents to ensure that they are technically correct with respect to health and safety issues
- Making any required statutory notifications to the appropriate enforcing authority
- Liaising with Union Safety Representatives and informing them of any visits by external regulatory inspectors

The Faculty Safety Supervisors are responsible for:

- Liaising with Union Safety Representatives to include them in any local inspections
- Distributing reports from safety inspections to all relevant parties.

All members of staff are responsible for:

Ensuring that any visitor they are hosting is aware of LSHTM's fire emergency arrangements.