

London School of Theology
Health & Safety Policy

Process of ratification:	Executive Team
Executive Team Member Responsible:	Director of Finance & Administration
Individual Responsible:	Jonathan Mead
Date Last Approved:	April 2024
To be Reviewed:	Annually
Review consultation:	Operations Manager
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Record of changes:

Date	Section	Change	Reason
11/2025	1.1-1.7	Minor word and layout changes	To bring in line with other policies
11/2025	2.1 -2.2.12	Minor word and layout changes	To bring in line with other policies
11/2025	3.1 -3.2	Minor layout changes	To bring in line with other policies
11/2025	4.1-4.5	Minor word and layout changes	To bring in line with other policies

1. Aim of the policy

- 1.1** This document outlines London School of Theology's policy for Health and Safety.
- 1.2** This policy sets out London School of Theology's (LST) arrangements for managing health and safety. We are committed to maintaining high standards of health and safety in relation to all our students, our employees and everyone else who may use our facilities and may be affected by our activities.
- 1.3** This document contains two parts. In part 1 you will find our health and safety policy and arrangements for managing health and safety. This includes how we are organised as well as collective and individual responsibilities for health and safety. We accept our responsibilities in relation to health and safety and encourage everyone to participate in providing and maintaining a safe environment.
- 1.4** These arrangements are supported by Part 2, which contains policies and procedures which detail how we will manage the risks associated with our organisation and the work that we carry out. These policies and procedures explain how we will minimise the risks associated with our activities as far as is practical, who is responsible for implementation and what they are expected to do.
- 1.5** We monitor progress with our health and safety objectives through our Executive Team meetings, where health and safety is a standing item on the agenda. This includes accidents, training, risk assessment programme and planned maintenance.
- 1.6** Everyone is expected to follow the policies and procedures contained in this document. Anyone who has comments regarding health and safety is encouraged to feedback to their line manager.
- 1.7** The policy is reviewed annually to ensure it remains current and effective. Any updates are published on the LST website at <https://lst.ac.uk/our-policies/>

2. Scope of the policy

London School of Theology Policy Statement

2.1 It is our policy to ensure, so far as is reasonably practicable, the safety of all employees and any other people who may be directly affected by our activities.

2.2 The London School of Theology will, so far as is reasonably practicable:

2.2.1 Aim to achieve compliance with legal requirements through good occupational health and safety performance.

2.2.2 Provide adequate resources to implement this policy.

2.2.3 Establish and maintain a safe and healthy working environment.

2.2.4 Ensure that significant risks arising from work activities under our control are eliminated or adequately controlled.

2.2.5 Develop and implement appropriate occupational health and safety procedures, and safe working practices.

2.2.6 Include the management of health and safety as a specific responsibility of managers at all levels

2.2.7 Ensure this policy is understood and implemented throughout the college.

2.2.8 Involve employees in health and safety decisions through consultation and co-operation.

2.2.9 Maintain workplaces under our control in a condition that is safe and without risk to health

2.2.10 Regularly review compliance with the policy and the management system that support it.

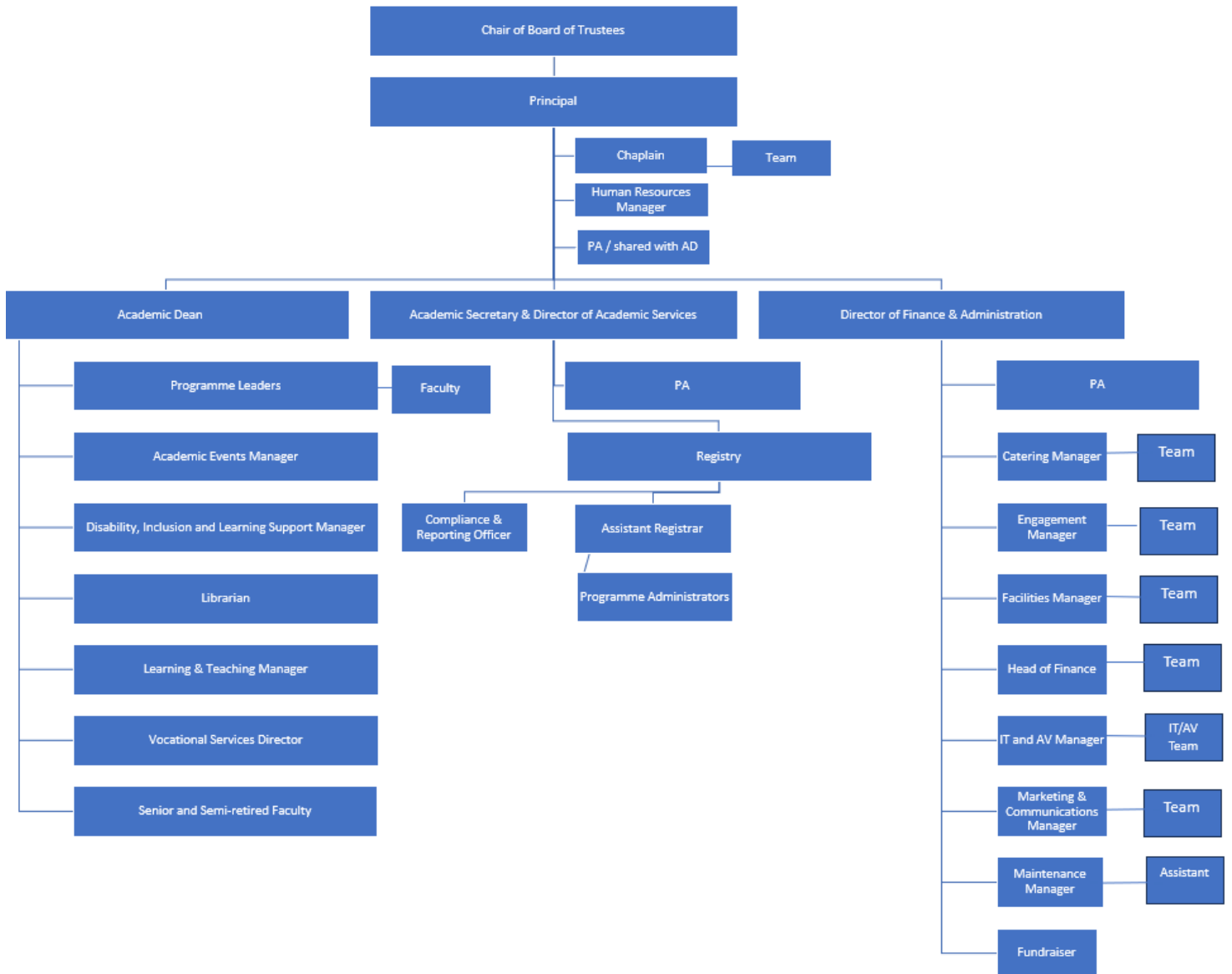
2.2.11 Provide sufficient information, instruction and supervision to enable all employees to avoid hazards and contribute to their own health and safety at work.

2.2.12 Ensure that employees receive appropriate training and are competent to carry out their designated responsibilities.

Mark J Cartledge
Principal

3.Hierarchy of Responsibilities

London School of Theology Health and Safety Management Organisation



4 Responsibilities for Health and Safety

The following responsibilities have been assigned to competent people to enable us to meet the objectives of our health and safety policy.

4.1 The Principal

The Principal has overall responsibility for the formulation and strategic direction of the London School of Theology's health and safety policy, and in particular for:

1. Ensuring that the necessary arrangements are in place for managing risk effectively, and that senior managers are accountable for operational risk matters.
2. Considering risk during the planning and implementation of the colleges business.
3. Ensuring there are sufficient resources for meeting the objectives of the health and safety policy.
4. Ensuring that suitable policies and procedures are provided to meet the objectives of the health and safety policy.
5. Ensuring there is an effective training strategy so employees are competent for their roles.
6. Ensuring that suitable strategies are provided for dealing with emergencies.
7. Ensuring arrangements are in place to monitor and review operational risk performance.
8. Ensuring that the objectives of the health and safety policy are regularly monitored and reviewed.

4.2 Director of Finance and Administration

The Director of Finance and Administration has overall responsibility for the planning and implementation of the London School of Theology's health and safety policy, and in particular for:

1. Ensuring that the arrangements for managing health and safety and the risks associated with the colleges activities are implemented and maintained, and that senior managers are accountable for operational risk matters.
2. Considering risk during the planning and implementation of the colleges business.
3. Ensuring there are sufficient resources for meeting the objectives of the health and safety policy.
4. Ensuring that responsibilities for health and safety are clearly allocated, and that the correct level of competence and training is identified for each type of employee.
5. Ensuring arrangements for consultation and communication with employees are provided and maintained and that they are involved in decisions relating to health and safety
6. Ensuring health and safety is on the agenda at Executive Team meetings.
7. Ensuring that suitable policies and procedures are provided and implemented to meet the objectives of the health and safety policy and the risks associated with the operation of the school.
8. Ensuring that an effective training strategy is provided and implemented so that employees are competent for their respective roles.

9. Ensuring arrangements in relation to fire, accidents and other foreseeable emergencies are developed and implemented.
10. Ensure that there are arrangements in place for reports and recommendations provided by enforcement bodies and external consultants to be evaluated and actioned without delay.
11. Ensuring arrangements for monitoring and review of health and safety performance across the school's activities are provided, including accidents and incidents; and that amendments are made to relevant policies, procedures and processes where shortcomings are identified.
12. Monitoring and reviewing the objectives of the health and safety policy on a regular basis.

4.3 Operations and Maintenance Managers

Operations and Maintenance Managers are responsible for assisting in meeting the objectives of the health and safety policy.

1. Ensuring employees comply with relevant health and safety legislation and follow approved procedures and systems of work as far as is reasonable and with particular reference to accidents and contractor control.
2. Ensuring that only approved contractors are instructed to carry out maintenance work.
3. Ensuring that recommendations made by external auditors, enforcement officers and other relevant parties are implemented within the timescales allocated.
4. Ensuring that arrangements for communication, cooperation and consultation with employees are maintained.
5. Ensuring that the outcome of accident and incident investigation are implemented, and that senior management are informed immediately of any significant failures.
6. Ensuring that employees receive adequate training, information, instruction and supervision to discharge their specific responsibilities in relation to operational risk.
7. Promptly informing the Director of Finance and Administration of any significant health and safety or operational risk failure.
8. Providing the Director of Finance and Administration with regular reports on operational risk performance.

4.4 Line Managers and Programme Leaders.

Line Managers and Programme Leaders are responsible for assisting in meeting the objectives of the health and safety policy & associated procedures, in addition to any duties set out in this document or elsewhere, and in particular:

1. Ensuring employees under their control comply with relevant health and safety legislation and follow approved operational risk procedures and systems of work.
2. Ensuring that risk assessments are provided for all significant work activities and the results of these assessments are implemented and communicated to employees.
3. Ensuring that the arrangements for fire, first aid, accidents and emergencies are implemented.
4. Ensuring that relevant policies, procedures, and safe working practices are implemented.
5. Ensuring that procedures for the purchase, maintenance and use of work equipment are implemented, and that the health and safety aspects of new equipment are fully assessed.

6. Ensuring that only approved contractors are instructed, to operate an effective permit to work system, and to monitor contractors' performance.
7. Ensuring personal protective equipment is provided, worn and maintained.
8. Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated.
9. Ensuring that the arrangements for communication, cooperation and consultation are maintained.
10. Investigating accidents and incidents and ensure that any improvements identified in relation to working practices are implemented and informing senior management immediately of any significant failures.
11. Monitoring health and safety at regular intervals and ensure remedial action is implemented where required.
12. Ensuring that employees receive adequate training, information, instruction and supervision to discharge to their specific responsibilities in accordance with health and safety and all other operational risk requirements.
13. Promptly informing the Director of Finance and Administration and Facilities Manager of any significant health and safety/operational risk failure.
14. Providing the Director of Finance and Administration with regular reports on health and safety performance, including recommendations for improvements.
15. Ensuring that health and safety records are complete and are systematically stored.

4.5 Employees

It is the duty of all employees to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work. They must also co-operate with managers and other employees in fulfilling our objectives and statutory duties. In particular, they must:

1. Comply with the training, information and instruction they have been given.
2. Not attempt to carry out hazardous work or use hazardous machinery unless they have been trained and authorised to do so.
3. Carry out their work safely and without undue risk to themselves, colleagues and others who may be affected by their actions, and not intentionally interfere, misuse or ignore arrangements, controls and items provide for health and safety purposes.
4. Check tools and equipment before using them, and not to use equipment which they know to be faulty.
5. Ensure that any damaged equipment is reported immediately to their manager and removed from service until it is repaired.
6. Not bring any equipment, tools, radios, etc. onto college premises without first obtaining permission from their manager.
7. Conduct themselves in a responsible manner while on college business, be alert for hazards and refrain from any form of horseplay.
8. Comply with the arrangements for emergencies and fire as they have been instructed.

9. Use the personal protective equipment, clothing or safeguards provided and ensure that personal protective equipment is stored correctly and kept in good condition.
10. Co-operate with management, colleagues, safety representatives and advisors promoting safe working practices.
11. Keep their work areas tidy and clear of hazards.
12. Report accidents, incidents and hazards they observe to their manager.