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London Pensions Fund Authority **Health & Safety Policy**

December 2020

A photograph of a person wearing a high-visibility yellow safety vest with reflective silver stripes. The vest has a white rectangular patch on the back with the words 'FIRE WARDEN' printed in bold red capital letters. The person is also wearing a light-colored, vertically striped long-sleeved shirt. The background is blurred, showing other people and what appears to be an outdoor event.

London Pensions Fund Authority

Health & Safety Policy

Introduction

This is the Health and Safety Policy of the London Pensions Fund Authority (LPFA) confirming its intentions, and organisational arrangements for ensuring the health, safety and well-being of its employees whilst at work and other persons involved or affected by the LPFA's business activities.

Scope

This policy applies to all LPFA employees, board and committee members, contractors and other individuals that undertake duties on behalf of LPFA.

Policy Statement

The LPFA acts in accordance with the requirements of the Health and Safety at Work etc Act 1974 and any other related health and safety legislation.

The LPFA acknowledges its duty to ensure, so far as is reasonably practicable:

- The health, safety and welfare at work of all its employees; and
- That other persons, who may be affected by LPFA's operations, are not exposed to risks to their health or safety.

The LPFA accepts that concern for the health, safety and welfare of staff and others affected by its work activities is an essential and integral part of its functions as an employer and organisation.

The need to provide a place of work which is safe and without mental and physical health risks to staff and visitors, is recognised and the promotion of health and safety measures actively encouraged.

In order to safeguard the physical and mental well-being of its workforce, LPFA will:

1. Provide and maintain safe and healthy systems of work and working conditions including the provision of equipment so that employees can undertake their role safely.
2. Promote safety consciousness amongst employees by providing information, instruction, training and supervision on safe working methods and practices as appropriate.
3. Assess the health and safety risks to employees, visitors and other persons affected by LPFA's operational activities.
4. Make provisions for First Aid, mental health, emergency arrangements and welfare facilities.
5. Maintain a robust incident and accident reporting system which includes the reporting and recording of all notifiable and non-notifiable accidents, and dangerous occurrences.
6. Ensure that adequate facilities exist for fire prevention and means of escape and ensure that a safe means of access to and departure from the place of work is maintained.

7. Expect management at all levels to set an example in safe standards and behaviour and maintain an ongoing commitment and involvement in health and safety at work.
8. Appoint a competent person to support and advise staff in all areas of health and safety.
9. Ensure that employees are consulted on health and safety issues.
10. Make available the finances and resources as deemed reasonable to implement this policy.
11. Ensure that all employees and other relevant persons adhere to this Policy and take appropriate disciplinary action where there is intentional or reckless failure to comply with this Policy.

Responsibilities

LPFA Board

The Board sets the overall direction for effective health and safety management and will:

- Approve the Health & Safety Policy;
- Ensure that there are adequate health and safety arrangements in place which are sufficiently resourced, maintained and monitored; and
- Ensure that health and safety risks are identified and appropriately managed.

Chief Executive

The Chief Executive has overall responsibility for ensuring that the LPFA fulfils its legal responsibilities regarding health and safety. The Chief Executive will:

- Develop and implement the health and safety management system that supports the Health and Safety Policy;
- Provide adequate resources for the management of health and safety within LPFA;
- Ensure that health and safety is promoted as an integral part of the culture of LPFA;
- Monitor the effectiveness of the Health & Safety Policy; and
- Ensure that the Health & Safety Policy is reviewed annually.

Compliance and Governance Director

The Compliance and Governance Director, as the designated Competent Person, is responsible for overseeing health and safety activities within LPFA and providing health and safety advice. The Compliance and Governance Director will:

- Provide support to the Chief Executive in the development and implementation of the health and safety management system;
- Advise the Chief Executive and Board on health and safety legal/regulatory matters including advice on the implications of changes in legislation or Health and Safety Executive (HSE) guidance;

- Where appropriate, engage the assistance of and delegate to appropriate persons certain health and safety activities;
- Oversee LPFA's health and safety risk assessments;
- Ensure an effective incident/accident investigation and reporting procedure;
- Liaise with the HSE, external lawyers and other external bodies;
- Ensure that reports are submitted as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR); and
- Ensure that health and safety training needs are identified, and that appropriate health and safety training is provided.

Directors and Heads of Service

Directors are responsible for ensuring the health and safety of employees within their sphere of operational and management accountability. They will ensure that:

- LPFA's health and safety management system is implemented within their respective areas;
- All employees are aware of and understand this policy and other related policies and procedures;
- Employees can undertake the functions of their jobs competently by providing appropriate training and guidance;
- There is the promotion of a healthy and safe working environment; and
- Safe working practices are implemented, appropriately documented and monitored within their areas.

Employees, Contractors, Board and Committee Members

Whether at LPFA's premises, working remotely or elsewhere, every employee, board or committee member, and for those contractors undertaking work on behalf of LPFA, must:

- Take reasonable care for the health and safety of themselves, their colleagues and anyone who may be affected by their conduct.
- Report any situation which may pose a threat to the health, safety and well-being of themselves and any other person.
- Comply with LPFA's health and safety policies and procedures. (Employees not acting in accordance with this Policy may be subject to disciplinary action).
- Co-operate with measures designed to promote health and safety at work.
- Not interfere with or misuse anything provided in the interests of health and safety.
- Report any work-related incidents, accidents or injuries by following LPFA's agreed reporting procedure.

First Aiders

All first aiders must have the necessary training and qualifications, as evidenced by a current first aid certificate issued under a training course approved by the HSE or an acceptable qualification recognised by the HSE. The list of first aiders and their locations are displayed on notice boards. All information of a personal nature obtained in the course of first aid duties will be treated as confidential.

First aiders will:

- Ensure that the first aid box for which they are responsible, at the first aid point at which their name is affixed, is appropriately stocked and maintained in a clean, tidy condition, obtaining replacement items as necessary, checked on a monthly basis;
- Record all treatments for which they are responsible, with specific details of the injury or other reason for treatment;
- Advise the Competent Person immediately of any injury or illness reportable under RIDDOR.

Fire Marshals

Fire Marshals will:

- Participate in all required fire marshal training;
- Know who works in their allotted area;
- Ensure that all employees, contractors and other relevant persons in their area are familiar with their assembly points, and nearest escape routes.

LPFA premises

LPFA's office is located within a multi tenanted building and the landlord of the building is responsible for all general and communal areas external to the LPFA demise. The landlord is responsible for ensuring that there are effective health and safety arrangements implemented across all general and communal areas shared by tenants, licensees or visitors.

Policy awareness

Every existing and new employee must receive a copy of this Policy which is also readily available to access on LPFA's website.

Review

This content and effectiveness of this Statement will be reviewed at least annually and revised as often as is necessary, taking into account any legislative or organisational changes.