



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

