

University of Hertfordshire Students' Union

Health and Safety Policy

April 2021

The health and safety of staff, students and visitors is of great importance to the University of Hertfordshire Students' Union (the Union) and we are committed to embedding safe practices into the culture of the Union.

Our Health and Safety Policy sets out how it manages safety across the Union, to ensure that we have effective managerial control of the significant risks. The Union also expects all staff at all levels to actively pursue increasingly higher standards of health and safety management.

The Health and Safety Policy represents a top level commitment from the Board of Trustees. It sets out the responsibilities for safety management and outlines the arrangements that are in place for consultation and engagement with staff on health and safety matters.

As part of the overall policy there are responsibilities and arrangements in place in specific departments. Local policies and practices reflect how safety arrangements are implemented for specific health and safety issues relevant to the diverse range of activities within teams.

We recognise the importance of both our employees and students appreciating the extent of their individual responsibilities and co-operating fully in ensuring that the Health and Safety Policy and procedures are observed. You are encouraged to familiarise yourself with the policy and to discuss this with your teams and what this means to the work they undertake.

Rebecca Hobbs
CEO
April 2021

Health and Safety Policy Statement

The Board of Trustees of the University of Hertfordshire Students' Union is committed to providing a safe working environment for all its employees and students and for others who work in or visit the Union. It will do so within the framework of the duties laid upon it as an employer by the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992.

These responsibilities will be exercised on the Board's behalf by the Union's Licensed Trade Manager who is expected to do all that is reasonably practicable to meet the health and safety standards laid down by the Board of Trustees. The responsibility extends to all the sites owned or occupied by the Union and to approved off-site activities. The aims of the Board of Trustees are:

- to set health and safety standards that meet not only the requirements of current legislation but also reflect the Union's desire to continually improve;
- to encourage the full participation of all members of staff and students of the University in matters concerning health and safety;
- the identification and elimination or effective control of situations likely to be hazardous to health and safety or to cause damage to persons and/or equipment;
- the prevention of accidents, injuries and ill-health to all users of the Union and neighbouring premises.

The Board of Trustees will monitor how well these aims are being met by receiving an annual report from the Union's CEO. The Union's Senior Leadership Team (SLT) will oversee the implementation of the Union's Health and Safety policy and monitor the measures to reduce incidents.

This policy and its implementation will be subject to review at least annually to ensure it remains relevant at all times.

David Ball
Chair of the Board 2020-21

Organisation for Implementing the Health and Safety Policy

Managing Health and Safety

The CEO is responsible to the Board of Trustees for ensuring, as far as is reasonably practicable, that the health and safety standards laid down by the Board are met. In order to discharge this responsibility the CEO delegates duties and authority on a day-to-day basis to a number of managers. These are:

Head of Operations *NEBOSH
Head of People and Resources
Head of Student Services
Operations Manager
Duty Venue Manager
Student Activities Manager
Marketing and Communications Manager
Advice Service Manager

*Competent Persons have been trained to a sufficient level to act as Health and Safety advisers within the Students' Union

*Relevant Qualifications:

NEBOSH – National Examination Board in Occupational Health and Safety
IOSH – Institute of Occupational Health and Safety

Each manager has a duty to ensure that systems are in place to identify all relevant hazards and legislation applicable to the work in the areas for which they are responsible and that all risks to staff, students, visitors and others (e.g. contractors) are systematically assessed and the significant findings recorded. Any preventative and protective measures necessary to comply with the relevant statutory provisions must be identified and implemented; ensuring priority is given to addressing the greatest risks.

Appropriate local arrangements must be made to monitor and review the effectiveness of these activities. In addition, suitable arrangements should be made to ensure that offsite activities and contractors are properly considered. All contractors are required to provide suitable risk assessments and method statements in order that a Permit to Work can be issued, in line with the University's procedures.

Each manager will maintain departmental risk assessments indicating the health and safety responsibilities of local managers, supervisors and staff, including the arrangements to be made for safety training. The policies and risk assessments must be reviewed every six months or more frequently if required, and updated at least annually with a copy lodged centrally in electronic and paper format with the CEO following each such revision. Members of the staff are responsible for ensuring the health and safety of students under their supervision.

Managers are responsible for ensuring the following are kept up to date in their area of responsibility and that staff are trained to adhere to the following (not exhaustive list):

- Risk Assessments specific to each area
- Thorough induction of all staff in relevant health and safety policies, procedures and actions

- The fire and emergency evacuation procedures relevant to each area/ activity including the provision of trained fire marshals and fire wardens
- The provision of trained first aiders and availability of up to date first aid equipment and resources
- Reporting and investigating accidents, incidents and significant near misses, taking appropriate action to prevent such incidents from occurring again in future
- Food hygiene monitoring records
- Work station assessments
- COSHH (Control of Substances Hazardous to Health) guidance and data sheets
- The use of relevant Personal Protective Equipment (PPE)

The Head of People and Resources, in conjunction with departmental managers, is responsible for ensuring that the Union has sufficient trained fire marshals, first aiders and food handlers, and that health and safety training is maintained to a sufficient level to manage the risks throughout the Union, including the provision of qualified and competent individuals. The Head of People and Resources will maintain and publish a list of such personnel and their health and safety related responsibilities at least annually.

Whilst the duty to ensure compliance remains with the relevant manager, others with supervisory responsibilities are expected to take care of the health and safety of staff and visitors (which includes contractors) under their immediate supervision.

The Responsibility and Role of Employees and Students

The success of the Union's Health and Safety Policy depends on all employees and students accepting and observing the need to take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions. Therefore, all employees and students of the University are required to co-operate with managers in carrying out the duties necessary to comply with the law and with the Union's policies. Failure to follow the requirements of this policy can lead to disciplinary action in accordance with the agreed procedures for both staff and students.

Consultation on Health and Safety Matters

The appointment of safety representatives by recognised trade unions is welcomed and they will be given full co-operation and facilities in accordance with the Regulations issued under the Health and Safety at Work Act.

The Union's Staff Representative Committees (permanent staff and student staff committees) will meet at least three times a year. The Committees will allocate time on each agenda for staff to raise health and safety issues or concerns. The activities of the Committee will be reported to EMB and the Board of Trustees and minutes made available to all staff. Any staff member who has a health and safety concern should raise this matter with the line manager or a member of the Senior Management Team as early as practicable in order that it can be resolved.

Access to Competent Health and Safety Advice

The Students' Union will ensure that it has sufficient trained personnel to provide competent health and safety advice, including specialists within certain parts of the organisation. In addition, the University's Occupational Health and Safety Office are available to support the Union's Health and Safety Competent Persons in an advisory capacity.

The office provides a wide range of services, including, but not limited to:

- To independently investigate all serious accidents or incidents that may have a detrimental impact on UH reputation;
- To undertake Fire Risk Assessments of all University buildings and communicate and coordinate actions from significant findings as is relevant to the activities of the Union;
- To make available relevant UH guidance relating to health and safety for UHSU to use as appropriate;
- To make available the UH emergency plan and provide training to UHSU senior managers on the UH plan.
- Advising managers on safety policy and its implementation;
- Support the Union's Health and Safety Working Group in an adviser capacity;
- The provision of safety training;
- Provide assistance in the Union's liaison with the enforcing authorities;

Monitoring and Auditing

The CEO will monitor how well the aims set by the Board of Trustees are being met and will report regularly to EMB and at least annually to the Board of Trustees. Monitoring will be undertaken through an half yearly review of accidents, incidents and near misses to analyse trend data. The Union will aim to undertake an independent review of the Union's Health and Safety policies and procedures at least once every three years.

The aim of the audit will be:

- to monitor compliance with the health and safety policies in place at the time;
- to monitor the reporting of accidents, incidents, and cases of ill health and action taken as a result of such internal analysis, making recommendations for further improvements;
- to identify hazardous situations and propose methods for risk control especially in areas where standards are absent or inadequate;
- to monitor the overall effectiveness of the Union's policies and procedures, making recommendations for further improvement, in line with national guidelines.

Accidents, Incidents and Near Misses

Definitions

In relation to RIDDOR, an accident is a separate, identifiable, unintended incident, which causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Accident: an unintended incident that results in physical injury or ill health.

Near miss: an event not causing harm, but has the potential to cause injury or ill health.

Incident: an unplanned recordable event, including threatening behaviour and/or physical violence that may or may not result in injury or ill health, not being categorised as either an Accident or a Near miss.

Reporting and Investigating Accidents

All accidents, whether they be to staff, students or visitors to the Union's premises, must be reported as soon as practicable to the relevant Senior Manager. Accident report forms are available on-line and must be completed by the most relevant person (e.g. the first aider involved). Managers are responsible for ensuring that an investigation is undertaken of all accidents and near misses and appropriate actions taken to prevent the accident/ near miss from occurring again in future, if practicable. All accident/ near miss investigations must be recorded electronically and a copy sent to the CEO.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the CEO MUST be informed of any accident or injury which is expected to prevent a member of staff from doing his/her normal work for more than 3 working days. Incapacity for more than seven days must be reported to the Health and Safety Executive.

Accidents to members of the public or others who are not at work must be reported under RIDDOR if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no requirement to report incidents under RIDDOR where people are taken to hospital purely as a precaution when no injury is apparent.

All Accidents, Incidents and near misses must be reported to the CEO and a review undertaken to identify whether the incident could be prevented through the introduction of control measures.

Action in Emergency

In the event of an emergency, callers should use the University emergency number, 01707 285555 or internal 5555 and identify the help required. The security control room supervisors will immediately summon the appropriate assistance. The control room service is available 24 hours a day throughout the year. Detailed arrangements for action in an emergency on campus are set out in a leaflet "Action in Emergency)" available on the Occupational Health and Safety Office pages of StaffNet. In addition, all staff are required to ensure they are aware of all local emergency arrangements in place.

Hertfordshire Students' Union – Definitions of Accident, Near Miss and Incident

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- Accident;** an unintended incident that results in injury or ill health. Examples include: Work related injuries, slips, trips and falls, injuries whilst using/handling equipment, exposure to harmful substances, violence at work.
 - Near Miss;** an event not causing harm, but has the potential to cause injury or ill health. Examples include: equipment failure near to staff, falling objects, vehicle and pedestrian conflicts.
 - Incident;** an unplanned recordable event, including threatening behaviour and/or physical violence that may or may not result in injury or ill health, not being categorised as either an Accident or a Near miss. Examples include: Non work related injuries/ ill health, threatening/ violent behaviour between members of the public, drunk and disorderly customers.

The above examples are a non-exhaustive list. If in doubt, ask you line manager.

This is the statement of general Health and Safety policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Hertfordshire Students' Union

Rebecca Hobbs - CEO

Line Managers /Departmental managers

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS		
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Rebecca Hobbs, GM	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year or earlier if working habits or conditions change.)		
To provide adequate training to ensure employees are competent to do their work.	Leena Patel, Head of People and Administration	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, electrical safety, food hygiene, noise regulations, crowd control, etc) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main campuses.		
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Rebecca Hobbs, CEO All staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular staff representative meetings or sooner if required.		
To implement emergency procedures – evacuation in case of fire or other significant incident.	Rebecca Hobbs, CEO	Escape routes well signed and kept clear at all times (daily checks performed). Evacuation plans are tested at least annually, on conjunction with the University, and updated as necessary.		
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Departmental Managers	Toilets, washing facilities and drinking water provided in all areas. Systems in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.		
Health and safety poster is displayed:	Staff notice Boards, one in each building – Hutton, Forum, de Havilland SU Office			
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regs) www.hse.gov.uk/riddor Tel: 0845 300 9923	First Aid kits are located in the following locations: Hutton reception, Forum first aid room, de Havilland office			
Signed: (Employer)	Rebecca Hobbs, CEO	Date:	9/4/21	
Subject to review, monitoring and revision by:	Rebecca Hobbs, CEO	Every:	12	months or sooner if work activity changes

