

HEALTH AND SAFETY POLICY

Statement of Intent

The University of Nottingham Students' Union (UoNSU) is committed to providing a safe and healthy environment for staff, students, visitors and contractors. Health, safety and welfare are integral to the operation of the Students' Union and a positive culture which supports this is essential to everyone's wellbeing.

This policy describes the ways in which this is managed, both in fulfilment of our important legal responsibilities and our clear commitment to creating a safe, healthy and comfortable environment where people can thrive.

POLICY

OVERVIEW

UoNSU is fully committed to complying with its responsibilities under all relevant health and safety at work legislation. These include both statutory and 'duty of care' responsibilities under the Health and Safety at Work, etc. Act 1974, The Management of Health & Safety at Work Regulations 1999, and all other associated protective legislation.

Our statutory responsibilities under the Health and Safety at Work Act (1974) cover:

- UoNSU as an employer of staff and volunteers
- UoNSU as an occupier of premises and any group of people working on behalf of us on those premises
- Staff as employees
- Volunteers working for student-run services
- Contractors carrying out work on our behalf.

A separate policy (Student Activity Safety Policy) describes the arrangements for health and safety for student-run activities which are not covered by the Health and Safety at Work Act.

As a Union, we are committed to ensuring that:

- Health and Safety standards are defined.
- Continuous improvements are made against these standards.
- Resources are made available to achieve these improvements.
- Managers, staff and student groups have competent advice and guidance available to support them in their work.
- Staff, students, visitors and contractors are aware of their responsibilities, and are given the necessary information, instruction, supervision and training to operate with minimal risk of harm to themselves or others.
- Considerations of health, safety and welfare issues are integrated into all planning, projects and working practices within UoNSU and in its dealings with suppliers and contractors.
- There is effective communication and co-operation between managers and staff.
- This policy is reviewed annually, or more frequently if required, and any changes are communicated to all staff.

Signed

Name

Chair of Trustees

Date

COMMUNICATION AND TRAINING

Communication of this policy is vital for its successful implementation. A copy is available on the People Website. Any changes to the policy or procedures will be communicated through departmental managers. Where changes will have an impact on staff, managers will consult on them at team meetings.

We are strongly committed to ensuring that staff receive appropriate training in health and safety, and are able to fulfil their responsibilities under this policy. All staff will attend a safety induction session during the first week of their employment. You may also be required to attend additional training relevant to your job during your time with us.

RESPONSIBILITIES

We have set up a range of structures and processes to control risks in the workplace effectively. These are designed to identify hazards, to plan programmes to control risks, and to review these precautions and systems at regular intervals. A management system supports this in assigning responsibilities to different groups of people.

It is important to emphasise that everyone has a responsibility to take care of their own health and safety at work, and that of others.

The management responsibilities for key groups of staff are outlined in full below.

Trustee Board

The trustee board has overall responsibility for health and safety through:

- Setting the direction for health and safety within the organisation.
- Ensuring the Health and Safety Policy is implemented effectively.
- Ensuring adequate resources are available for the provision of the appropriate health, safety and welfare arrangements.
- Considering the impact on health and safety of staff and others when making decisions.
- Appointing competent people to provide advice on health and safety issues.
- Monitoring and reviewing health and safety performance.

Senior Leadership Group (SLG)

The SLG is responsible for ensuring that the Health and Safety Policy is implemented across the Union by:

- Ensuring that managers know and undertake their individual responsibilities regarding health and safety, and that the requirements of health and safety legislation and UoNSU Policy are met.
- Advising the Trustees of the resources required to comply with statutory requirements and make adequate arrangements.
- Ensuring adequate consultations between managers and staff prior to the introduction of any change which may affect the health and safety of employees.
- Ensuring the establishment and maintenance of a suitable health and safety programme to:
 - eliminate the potential for accidents as far as reasonably possible
 - conform with the statutory duties and UoNSU Policy
- Ensuring that there are adequate methods in place to communicate information about health and safety effectively.

Safety Manager

Responsible for assisting the SLG in the implementation of the policy by:

- Developing and monitoring systems and procedures that ensure that the activities of UoNSU are undertaken within this Health and Safety Policy.
- Keeping up to date with legal and technical developments, and reporting on the implications for the UoNSU.
- Assisting departmental managers to carry out their duties with regard to risk assessment and the establishment of safety procedures.
- Provision of training, information and advice.
- Maintaining records and periodically analysing them with a view to improving health and safety performance.

Departmental Managers

All Departmental Managers are responsible for ensuring that the UoNSU Health & Safety Policy is complied with, within their area of responsibility by:

- Implementing the Health and Safety Policy as it applies to their department and staff.
- Ensuring that all accidents, incidents and near-misses are reported.
- Ensuring that all members of staff receive adequate training and supervision in all aspects of health and safety as relevant to their role.
- Ensuring that all equipment, installations, plant, transport etc. and storage areas are safe, and that equipment, plant etc. is regularly inspected as required.
- Ensuring that adequate and appropriate protective clothing and equipment is provided and used within their areas of responsibility.
- Ensuring that a high standard of housekeeping and cleanliness is maintained in all work areas associated with their responsibilities.
- Ensuring that fire escape routes are kept clear.
- Ensuring that all controls identified via risk assessments are brought to the attention of all staff, and suitable training and instruction on their implementation followed.

Staff

All staff have duties under Health & Safety legislation to assist and co-operate with UoNSU in carrying out its duties.

In general, all staff have the duty to:

- Ensure standards laid down in the Health & Safety Policy are understood, adopted and maintained at all times.
- Behave in a responsible and safe manner during work and towards themselves and others.
- Carry out all their specific functions relating to health and safety at work.
- Read and familiarise themselves with all publications and documents addressed to them concerning health and safety.
- Report immediately to their Departmental Manager, Safety Manager or other responsible person, any actual or potential hazard that they observe or becomes known to them.
- Take any immediate action necessary in the absence of a management representative, or assist in any action taken by any other person if requested, to remove any hazard that poses an immediate risk to health or the safety of any person.
- Carry out any properly authorised order, directive or instruction concerning health and safety, issued by any properly authorised person, provided that it is safe to do so.
- Not to interfere with or mis-use anything done or provided in the interest of health, safety or welfare.
- Provide any information requested by any properly authorised person concerning health and safety in the manner or form requested.

None of the above should be taken as in any way excluding or contradicting any legal requirement or responsibility for any statutory enactment in force at the time.

Any gross negligence, or a deliberate act which leads to a significant breach of health and safety policy or procedure may be considered as gross misconduct and subsequently investigated under the Disciplinary Policy.

HEALTH AND SAFETY ARRANGEMENTS

The following section contain an overview of policies and procedures that are relevant to employees. Further information and details can be found in the safety handbook available on the shared drive.

Risk Assessments

Risk assessments are a vital tool in identifying hazards and risk management. All events and activities should be covered by a suitable and sufficient risk assessment, which is regularly reviewed and updated as required. It is also important that the results of risk assessments are communicated to employees who may be affected by them.

Departmental managers are responsible for ensuring that adequate risk assessments are in place for the activities of their department.

Fire

The most important purpose of fire safety procedures is to protect people. Protection of property will normally follow but is of secondary importance.

The University Of Nottingham, as the owner of premises, is responsible for the provision and maintenance of fire detection and fire-fighting equipment. All areas are covered by smoke or heat detectors connected to a central control unit for each building. Alarms will be tested weekly. A mixture of water and carbon dioxide extinguishers are spread throughout the premises. Fire blankets are available in kitchens.

Fire exits must be clearly signed and should be free of obstruction at all times. Managers must ensure that all staff, under their responsibility, are aware of the nearest fire exits.

All routes will have emergency lighting where they are occupied at night and there are no natural light sources.

Every member of staff must be instructed and trained in the following relevant to the areas where they work:

- The action to be taken upon discovering a fire.
- The action to be taken upon hearing the fire alarm.
- Raising the alarm, including the location of the alarm call points and alarm indicator panels.
- The correct method of calling the fire brigade.
- The location and use of fire-fighting equipment.
- Knowledge of escape routes, including any stairway not in regular use.
- Knowledge of how to operate any special escape door fastenings.
- Appreciation of the importance of fire doors, and the need to close all doors if there's a fire and on hearing the fire alarm.
- The operation of all escape doors not in regular use, to ensure that they function satisfactorily.
- Evacuation of the building to an assembly point at a place of safety, including reassuring the public and escorting them out of the premises.

First Aid

First aid provision is part of the wider management of health and safety at work within UoNSU. The exact requirements within any department will be defined by the hazards associated with the work. These will then determine the type, quantity and location of first aid facilities and personnel that will best address the risks associated with the work.

Names and contact details of qualified first-aiders will be made available on notices displayed in all departments and as part of the induction training. First aid boxes will also be prominently located and allocated to each first aider, and will be regularly checked and maintained.

Reporting Accidents and Incidents

Employers have a legal obligation to report certain accidents and incidents to the Enforcing Authority (the local authority or HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Accident and incident reports play a vital role in identifying and preventing future incidents. For this reason, it is important for employees to report all accidents and near-misses or dangerous occurrences. It is important not to create a culture of blame for accidents as this hinders reporting.

Accidents should be reported as soon as possible after they occur to ensure that relevant information is retained. They should be reported using the online accident reporting procedure and the form found here:

[https://secure.jotformpro.com/UoNSU/staff accident report form](https://secure.jotformpro.com/UoNSU/staff%20accident%20report%20form)

Any incidents which require reporting further, either to the University or under the RIDDOR regulations, will be done through the Safety Manager.

Display Screen Equipment

Line Managers should take responsibility for ensuring that all staff have access to appropriate equipment to allow them to work comfortably at their workstation. In addition, they should ensure that work is planned so that staff are able to take suitable breaks from their workstation.

- DSE self -assessments will be carried out for all staff who are designated as users (a user is defined as any person who spends more than 2 hours per day using a display screen as part of their normal contracted work).
- Records of DSE assessments will be kept by the Health and Safety Manager and reviewed every two years, or sooner if workstation is moved or the employee reports an issue.
- Where the assessment identifies that additional equipment or arrangements are required, this will be the responsibility of the line manager of the staff member to source under the guidance of the Health and Safety Manger
- Information, training and instruction will be given to all DSE users at induction and periodically throughout the year.

Eye Tests

UoNSU must ensure that any employee who is to become a VDU user is told of their right to have an eyesight test before they start the job. Each staff member who is a VDU user is entitled to an eyesight test at regular intervals or whenever they suffer visual problems which may be related to work with VDUs. These eyesight tests are at the Union's expense. Details on the procedure for eye tests are available from the HR Team.

If the eyesight test shows that spectacles or contact lenses, which are specifically required for VDU work, are necessary then UoNSU will contribute towards them, but not for any extra costs associated with non-essential aspects e.g. non-basic frames.

Manual Handling

Work related injuries from manual handling could affect anyone. Manual handling includes lifting, lowering, pushing, pulling, supporting, carrying and moving loads by hand or by bodily force. The Manual Handling Operations Regulations 1992 apply to these activities. These regulations require that hazardous manual handling should be avoided whenever it is reasonably practical to do so. Where not possible, the regulations require a process of risk assessment and the introduction of measures to reduce the risk of injury to the lowest practicable level.

Where manual handling is a significant part of the work routine of a department, department managers should conduct a risk assessment which:

- Considers the risk of injury from manual handling operations
- Identifies steps that can remove/reduce the risk
- Decides on the priority for action.
- Communicates the results to employees.

Control of Substances Hazardous to Health (COSHH)

The supply, storage, use and disposal of hazardous substances are required to be controlled under the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

As an employer we need to ensure that we have assessed the risk to employees and others arising from the use, storage and transport of any hazardous substances. Departments which use hazardous substances must have a COSHH assessment file.

In this they must:

- List all chemicals kept in the department, including details of supplier, chemical form and storage area.
- Display a copy of the Safety Data Sheet, available from the supplier, of each chemical.
- Carry out a risk assessment of those chemicals identified on site showing an orange warning symbol.
- Complete an Employee Information Sheet for every chemical, identifying the hazards, precautions to take and action to take in an emergency.
- Ensure that staff are adequately trained in the safe use, handling, storage and transport of substances.

Driving

Although driving is not a major part of the activities of UoNSU, some employees are required to drive between the sites for meetings, visits and training. People often use their own cars for this purpose and are paid expenses for this. Please refer to our [Expenses Policy](#).

Staff travelling on work-related business are encouraged to use public transport where practicable. If it is necessary or more practical to travel by car, the driver must adhere to all appropriate legislation and if travelling a long distance, should take breaks at least every two hours.

Where staff drive their own vehicles, it is your responsibility to ensure the following:

- The vehicle is roadworthy
- You have a valid UK driving licence and is fit to drive
- Vehicle owner has valid business insurance.

Lone Working

There may be occasions when an employee is required to undertake some working procedure alone. For the purposes of this policy, lone working is defined as:

“Those who work by themselves without close or direct supervision.”

Within UoNSU this may include people who:

- Work from home,
- Work at a satellite campus,
- Work out of hours,
- Are mobile workers
- Carry out activities without near access to other people.
- Are the only worker in an office.

Suitable, practical measures must be implemented to ensure that the risk to staff working alone, and to others affected by this, are eliminated or controlled. These measures must account for the likelihood that something will go wrong, the effects and seriousness of the consequences, the frequency at which the risk arises and the number of people potentially at risk.

Where a lone worker is employed, the staff member must be:

- 18 years of age or over
- Mentally and physically able to carry out the duties required
- Trained to the standards laid down in the Department's Training Plan
- Aware of the risks associated with working alone

Managers who have staff members who work alone should ensure that they:

- Consider how a lone working staff member gets help in an emergency.
- Consider implementing checking in and out procedures for lone workers.
- Ensure that lone workers are aware of any local procedures for emergencies, where necessary.
- Ensure that lone workers have a method and means of contacting someone and of being contacted.
- Consider the specific risks to the lone worker relative to their job.

Personal Protective Equipment (PPE)

The Personal Protective Equipment (PPE) at Work Regulations 1992 ensure that certain basic duties covering the provision and use of PPE apply to all situations where it is required. PPE is defined as:

"All equipment which is intended to be worn or held by a person at work and which protects them against one or more risks to their health and safety".

The main requirement of the PPE at Work Regulations 1992 is that PPE is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.

Where PPE is provided as a requirement of a control measure it will be provided free of charge to employees. Employees will receive adequate training, and equipment must be adequately maintained and replaced as required.

Where PPE is provided it must be used by employees according to their training.

Noise

The effects of noise may be cumulative and irreversible. UoNSU has a responsibility to ensure that they reduce the impact of noise on staff and provide adequate protection where appropriate. We will carry out noise monitoring as required under the Control of Noise at Work Regulations (2005) and will take action as required. Where there is a need to provide hearing protection, this will be provided free of charge to employees.

Young People at Work

A Young Person is anyone under the age of 18. Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risks in the workplace, and their relative inexperience of employment.

If a young person is employed by UoNSU or undertakes a work experience placement, the line manager must ensure that they have carried out a specific risk assessment covering the aspects of work that the young person will be undertaking and that they identify any control measures that may be necessary.

Contractors

A contractor is a company or person employed directly (i.e. not via the University Estates department) by UoNSU to provide a specific service to the Students' Union. Under the Management of Health and Safety at Work Regulations 1999, each employer must liaise with other employers on the same premises, to ensure that important information is exchanged on aspects of work that may affect others, before work commences.

The Departmental Manager will need to establish a contractor's competence in safety for the specific activity at the selection stage of the contract process. The amount of time and trouble involved in carrying out the selection process will depend on the nature of the work to be carried out and the risks involved. The scope of the contract should be clearly defined, including any relevant health and safety standards that should be met. The competence criteria must be determined for individual activities.

In all cases the Union's Safety Manager must be provided with Public Liability Insurance (min £5million) and a Risk Assessment for the activities that the contractor is undertaking. These must be received before work commences.

A nominated person must be identified who will be the UoNSU's principal contact with the contractor whilst they are carrying out the work. This person must ensure that contractors are made aware of local emergency procedures, including fire and first aid.

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