



**Guild of
Students**

Health & Safety Policy

Manager responsible for review: **Facilities Manager**

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1. Introduction

1.1 The University of Birmingham Guild of Students (the Guild), as an employer, is committed to providing and maintaining a healthy and safe working environment for all its employees, students and any other people who may be Impacted by its activities. The overall responsibility for ensuring implementation of this policy lies with the Trustee Board and the Guild's Chief Executive Officer (CEO).

1.2 This policy is overseen by the Guild's Health & Safety Committee for the purpose of meeting the legal requirements under the Health and Safety at Work Act and all statutory provisions. There are separate policies covering fire safety, environmental protection, food hygiene, first aid and risk management.

1.3 This statement applies to all departments and activities within the control of the Guild. This policy is in 3 parts:

- Part 1 – Statement of Intent
- Part 2 – Organisation
- Part 3 – Arrangements that support the implementation

2. Statement of Intent

2.1 The Guild will provide and maintain a healthy and safe working environment for all students, employees, visitors and all those that are affected by Guild activities and events. The responsibility for ensuring implementation of this policy lies with the Trustee Board, the CEO, Senior Management Team, Facilities Manager and Health & Safety Committee.

2.2 To monitor and review the effectiveness of the Guild's health and safety arrangements and where appropriate to implement improvements.

2.3 To ensure that the demands of activities do not exceed the capabilities of staff or students to carry out the work without risk to themselves or others. This policy recognises a good safety culture requires the engagement and positive behaviour at all levels and that challenging unsafe behaviour or decisions is actively encouraged.

2.4 To identify hazards (the potential for harm), assess risks (the likelihood of that harm being realised) and manage those risks in advance of any exposure to them. The controls are effective and proportionate to the risk identified, and that all our actions reduce the risk so far as is reasonably practicable. This well known standard to be applied to ensure that the degree of risk in a particular environment or activity can be balanced against the time, cost and physical difficulty of taking measures to avoid or eliminate the risk.

2.5 To ensure that employees, students and others are adequately informed of the identified risks and where appropriate receive instruction, training and supervision to ensure they are all competent and confident in addressing the risks they encounter as part of their activity.

- 2.6** Where similar risks are encountered in different areas of the Guild it is expected that there is a single consistent approach across the organisation that ensures the implementation of this policy.
- 2.7** To consult with employees' on health and safety matters and ensure active involvement in developing the Guild's approach to providing and maintaining a healthy and safe working environment.
- 2.9** The Guild of Students expressed its commitment to consult with any individual employees and respond to concerns raised by individuals at any time, through the line management structure.
- 2.10** The Managers of each Guild department are responsible for ensuring compliance with the Health & Safety Policy within their area of control. All Managers are required to produce annual Health & Safety statements summarising how they meet the requirements of this policy.
- 2.11** The Health & Safety Committee will actively monitor the performance of each department in the management of risks under their control and the implementation of departmental health & safety action plans.
- 2.12** Where accidents and incidents occur the Guild is committed to learning from any significant experience, to seek external support if appropriate and to avoid a blame culture.
- 2.13** Whilst the Guild accepts the main responsibility for implementation of this policy, seeking external expertise as required, it is accepted and understood that all individuals have an important role in co-operating with those responsible to ensure a healthy and safe working environment. Individuals are required to abide by rules and requirements made under the authority of this policy.

3. How we Organise the Policy

This section outlines how the Guild implements the policy.

3.1 University Health & Safety and liaison

- The CEO and other appropriate Managers shall liaise with and consult the specialist health and safety staff of the University in respect of matters of common concern. The CEO will appoint appropriate Managers to attend UoB H&S Committees such as JSAC and to have regular meetings with UoB Safety Services to liaise with and consult the specialist UoB health and safety staff in respect of matters of common concern.
- The Guild will be represented at meetings with UoB Safety Services as part of the community of practice where shared ideas and good practice is shared, this representative is to report back to the Guild via Health & Safety Committee.

3.2 Role of External Officers

- Representatives of the various statutory bodies concerned with Health and Safety at work (Enforcing Officers, Health & Safety Executive Inspector, Fire Officer and

Environmental Health Officer) are required to ensure that organisations, including the Guild of Students, comply with the requirements of legislation.

- As part of their role they monitor the procedures in place and their effectiveness. They may make recommendations and may exercise powers of enforcement.
- They are also available to be consulted for advice on specific Health & Safety at work matters, which cannot be resolved locally.
- As legislation is developed and enacted, representatives of the statutory bodies will be consulted by the Guild of Students as necessary.

3.3 Overarching responsibilities for the management of the policy

- The responsibility for health, safety and welfare, and the management of it, rests directly with the University of Birmingham Guild of Students.
- The Guilds Trustee Board, advised by the CEO, is responsible for determining and reviewing the Health & Safety policy of the Guild of Students.
- The Chief Executive is responsible to the Trustee Board for the oversight and coordination of the implementation and management of the Health & Safety policy within the Guild of Students.
- All members of the Guild's Management Team are responsible for the implementation and management of the Health & Safety policy within their department.

3.4 Trustee Board

Through the CEO, the Trustee Board shall ensure:

- That its Health & Safety policy is interpreted and managed so that, so far as is reasonably practicable, the health, safety and welfare at work of all employees, students and all those persons within the premises for which the Guild of Students is responsible are not put at risk.
- That all work undertaken by employees and students of the Guild and contractors employed by Guild shall be undertaken so as to ensure, as far as is reasonably practicable, so that the health & safety of the general public are not put at risk.

3.5 Chief Executive (CEO)

- Shall require all employees, i.e. all managers, supervisors and individuals to accept delegated responsibilities relating to health, safety and welfare and also, specifically, with regard to each person's area of work.
- Shall require that relevant and appropriate health & safety information is made available and that new legislation is acted upon.
- May discipline any employees who fail to comply with the requirements of the Health & Safety Policy.

- May take such reasonable action as is required by circumstances to prevent any students or member of the public placing the health & safety of themselves and others at risk.

3.6 Health & Safety Committee

- The Guild of Students' Health & Safety Committee will comprise of representatives of the following groups, members of the Officer Team, Senior Management, Middle Management, and front line staff as appropriate.
- The Committee is to meet prior to and to correspond with HR Committee; where matters relating to health & safety will be addressed, issues identified and solutions recommended.
- Minutes of all such meetings shall be taken and retained, and all actions tracked.
- The Facilities Manager shall ensure that health & safety matters are further discussed at management team meetings as appropriate and that an annual report is prepared and sent to the Trustee Board.

3.7 Nominated health and safety advisors

The following staff posts shall be the key nominated advisors on health & safety matters, who will have generalist knowledge, and specific areas they have expertise in:

- Facilities Manager – will provide advice on all matters relating to the building including legislation, risk assessments, the Guild's Health & Safety Policy and departmental local policies, training, fire safety, evacuation procedures and general building compliance. The post will act as the Health and Safety coordinator and will support the overall direction of health and safety within the Guild. They will represent the Guild in University's community of practice and support Senior Managers who attend various University Health and Safety meetings or committees.
- HR & Administration Manager – will provide advice on legislation, occupational health (including eye sight tests, work station risk assessments, occupational health referrals, stress), and accident reporting.
- Student Groups Manager – all Student Group activity and related projects, events and training.
- Venues Manager – security provision, evacuation procedures, capacity levels for the building, licensing.

3.8 Responsibilities of Senior Managers

- To challenge unsafe behaviour and encourage everyone to become involved in managing health and safety risk.

- To actively promote a positive culture around engagement with health and safety and to avoid a blame culture. Staff are encouraged to report all unsafe situations or practices.
- To ensure arrangements are in place in relation to design, manufacture, or installation of in-house equipment and apparatus.
- To lead on the investigation of accidents and to suggest ways of eliminating or minimising hazards.
- To ensure that established work practices are not changed without a risk assessment having been formally evaluated by a competent person and signed off by the appropriate senior manager and / or Health & Safety Committee.

3.9 Responsibilities of Managers

- The managers of a department will work with their Senior Manager to ensure that everyone is involved in ensuring a positive health and safety culture where staff are encouraged to report unsafe behaviour or practices.
- They are responsible for ensuring health and safety risks are properly identified and controlled in conformity with the Guild of Students policy.
- They are also responsible for fostering a safety culture in which health, safety and related issues are seen as essential and integral parts of the department's activities.
- They must ensure that fire wardens are available for the areas of the building under their fire warden responsibilities and that they receive appropriate training on starting their role.

Managers of departments must further ensure that:

- Risk assessments are carried out for all activities under their control as required by current Guild policies.
- Appropriate action is taken to eliminate or control the risks identified.
- Equipment provided for use at work is suitable for its purpose, maintained in a safe condition and any risks associated with the equipment are eliminated or adequately controlled.
- Personal Protective Equipment (PPE) provided is suitable for its purpose and is properly maintained.
- Work areas are arranged to allow for the tasks to be carried out safely and without risks to health.

A local health & safety guidance is prepared to show how each department meets its health and safety responsibilities in the following key areas:

- Accidents and incidents are reported promptly according to current reporting policy
- Fire safety
- Manual handling

- Control of substances hazardous to health
- Proper arrangements are made for the disposal of hazardous and chemical waste
- Noise
- Display Screen Equipment
- Working from height
- Lone Working
- The Guilds' Health & Safety Committee is informed of certain high-risk activities (identified in specific policies) before they are introduced to allow for consideration of the risk assessment and control measures.

3.10 Management Team

Members of the Guild's management team, acting under guidance and with support from the CEO shall be responsible for ensuring:

- Organisation of the work place so that premises, plant, equipment and systems of work, and access/exit routes, are such that there is a satisfactory standard of safety and there is minimal risk to persons and/or damage to equipment and materials.
- Ensuring that proper facilities, equipment and, as appropriate, clothing for the safe use, transport, handling and storage of articles and substances are available and used correctly.
- Ensuring that information, instruction, training and supervision as is necessary to comply with health & safety standards are made available to employees and, if appropriate, to students and others, such as visitors and contractors, present on Guild premises.
- Reviewing the operating and work instructions for each work area, identifying any specific hazards, evaluation the extent of risk(s) involved and, in the light of the risk assessment, taking appropriate action and keeping relevant records of all these processes.
- Ensuring that first-aid provision, accident reporting and other relevant Guild policies, regulations, procedures and codes of practice are carried out consistently.
- Setting a personal example at all times with respect to health & safety.
- Failure of the part of any manager to comply with these requirements of the Health & Safety Policy may be subject to the relevant disciplinary procedures.

3.11 Responsibilities of Individuals

Legislation requires that each person accept responsibility for their own safety and that of others. The Guild of Students requires individual employees, students, visitors and contractors:

- To cooperate fully in ensuring that the Guild's Health & Safety Policy; other Guild health & safety regulations, procedures, codes of practice and any local (i.e. work area) health & safety policies and procedures are complied with.

- To carry out all operations and duties in the prescribed manner, using the equipment correctly, including safety equipment or clothing provided, so that personal safety or the safety of others is not put at risk.
- To report immediately any defects in plant or equipment or premises and report immediately any accidents or incidents which have led or may lead to damage of plant or equipment;
- To cooperate with the investigation of accidents and to suggest ways of eliminating hazards.
- To avoid changing established work practices without a risk assessment having been formally evaluated by a competent person.
- To maintain intact and not interfere with or misuse intentionally or recklessly anything provided in the interests of health, safety or welfare.
- To set a personal example at all times with respect to health & safety.
- Failure on the part of an employee or student to comply with these requirements of the Health & Safety Policy may be subject to the relevant disciplinary procedure.

3.12 Review of the Guild's Health & Safety Policy

- It is the responsibility of the Facilities Manager, to review the Health & Safety Policy.
- This will be completed annually and the revised policy sent to the next available Health & Safety Committee meeting for approval.
- It is the responsibility of the Facilities Manager to ensure that the Health & Safety Committee is advised on the need for such review.
- If an employee considers that there is a need for the policy statement to be amended they should bring the matter to the attention of the Facilities Manager..

3.13 Franchise Outlets

- All franchise outlets must have a local Health & Safety Policy, a copy of which must be placed with the Facilities Manager.
- The Director of Engagement will ensure that the Guild's Health & Safety Policy is part of Franchise contracts and that the Guild are satisfied that they have processes in place for safe operation.

3.14 Contractors

Contractors are a class of visitor for whom there is a requirement for a more considered approach to ensure health and safety. This policy recognises that most contractor work is organised through the University's Estates department. Should the Guild use any

contractors directly, the Facilities Manager will ensure they meet the requirements as outlined in the University of Birmingham Health & Safety Policy.

- In addition all staff responsible for dealing with contractors not covered by the above should ensure the following provisions are in place to ensure the safety of both the contractors and the safety of all students, staff and other visitors to the Guild building:
 - Ensure there is a process to consider the risks to health and safety from this type of work in advance of anyone being exposed to the risks.
 - The contractor must provide a risk assessment prior to any works starting.
 - There must be a suitable contractor induction process -this will include what the contractor should do in an emergency, how to report an accident and given suitable information on any particular organisation risks the contractor may encounter.
 - There will be appropriate levels of contractor supervision at all times.
 - All applicable work to have effective signage and barriers to warn students, staff and visitors of affected areas in place.

3.16 Visitors

- Each staff member responsible for bringing visitors into any Guild activity is responsible for ensuring the safety of the visitor. This will involve the following:
 - All visitors should be briefed on emergency arrangements and other relevant details by whoever is supervising their visit.
 - Visitors will not be exposed to any health and safety risks and must be safe throughout their time at the Guild by being provided with suitable information and instruction that is relevant to their visit and the area they are visiting.
 - Should it be necessary to expose visitors to risk that cannot be avoided they should receive information on the significant findings of the relevant risk assessment and receive sufficient support and supervision.

4. Internal Guild Arrangements

This section outlines how the arrangements support the implementation of the policy.

4.1 Consultation

- The Guild of Students will consult with any individual employees and respond to concerns raised by individuals at any time, through the line management structure.

The agreed standard procedures and arrangements will apply to the following:

4.2 Accident Reporting Procedure

- All accidents or near misses must be reported as soon as possible via an Incident reporting form.
- These forms can be collected from the first aid room and once completed must be given to the HR Team. Copies will be forwarded to the Chief Executive, HR &

Administration Manager, Director of Engagement and Facilities Manager as appropriate.

4.3 Risk Assessments

- All Guild activities must be risk assessed using the form on People HR.
- All completed forms must be sent to the Facilities Manager at least three weeks in advance of a new event or activity.
- Risk Assessments for Student Group activities are approved by the Student Groups team. The Facilities Manager will carry out ad hoc checks on the risk assessment file for student groups in collaboration with the Student Groups Manager.
- In the Facilities Manager's absence this will be delegated to another member of Health & Safety Committee by the CEO.
- Student Groups will review the assessment and ensure it is suitable, and provide sufficient advice if it is not. In some cases further support may be required from the appropriate Senior Manager and/or the Facilities Manager.
- No new Guild activity can go ahead unless the risk assessment is approved – reoccurring events will have their risk assessments reviewed annually or if significant change occurs.
- Student Groups are recommended to speak to the Student Groups department for any additional support required with risk assessments.

4.4 First Aid

- There is a separate first aid procedure which states in greater detail the Guild's first aid provision.
- All such arrangements shall be the responsibility of the Facilities/Venues department including the provision of adequate supplies in the first aid room (which is located on the lower ground floor of the Guild building).
- The number of first aiders required for the Guild building shall be determined by Health & Safety Committee but generally all first aid will be coordinated by the Facilities Manager, who will advise the HR team on numbers of trained employees required to meet the operational requirements of the organisation.

4.5 Health & Safety Training

The following arrangements will apply to all Health & Safety training in the Guild of Students.

- Health & Safety Committee will oversee the following training as appropriate; Manual Handling, Fire Safety, Display Screen Equipment, Evac Chair, First Aid and Risk Assessments for new posts.

- All managers are responsible for ensuring that staff under their responsibility have received adequate Health & Safety training for their roles and responsibilities.
- HR & Administration department will oversee all training records ensuring refresher training is arranged as required.

4.6 Portable Appliance Testing (PAT)

- Will be organised by the Facilities department and carried out by an approved electrical contractor – frequency according to HSE guidance HSG107 (maintaining portable electrical equipment).

4.7 Fire Safety Checks

- The following checks will be carried out by the Facilities department; daily visual checks on all fire doors, fire equipment and fire panel, weekly fire test of all call points and equipment.
- All issues will be reported to University Maintenance as a matter of priority. There will also be an annual fire system inspection, servicing and test.

4.8 Emergency Lighting

- The Facilities department will inspect all lights weekly. University Maintenance will carry out appropriate statutory tests.

4.9 Emergency Procedure

- The Facilities Manager will work with departmental managers to review the emergency procedure twice a year by carrying out a full mock evacuation followed by an analysis of the results. These mock evacuations will be reported into Health & Safety Committee and UOB Safety Services will also be informed.
- The Guilds evacuation procedure can be viewed on People HR.
- The Facilities Manager will write any temporary procedures required if building development works affect the normal running of the agreed procedure.

4.10 University of Birmingham Health & Safety Policy Documents

- This Policy recognises the wealth of additional knowledge and information that is available via University Safety Services and this can be accessed to provide additional support.