

Your Students' Union

University of Birmingham
guildofstudents

Health and Safety Policy

Manager responsible for review: Facilities Manager

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1.0 Introduction

1.1 The University of Birmingham Guild of Students, 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 affected by its activities. The overall responsibility for ensuring implementation of this policy lies with the Trustee Board and the Guild's Chief Executive.

2.0 Statement of policy

2.1 This statement applies to all departments and activities within the control of the Guild of Students. The Guild has made detailed arrangements for implementing this policy outlined in a further section of the Policy entitled organisation and arrangements.

2.2 In order to achieve this aim the Guild has the following key objectives:

- As a minimum, to comply with requirements of relevant legislation
- To identify hazards (the potential for harm), assess risks (the likelihood of that harm being realised) and manage those risks
- To ensure that employees, students and others are adequately informed of the identified risks and where appropriate receive instruction, training and supervision
- To consult with employees' representatives on health and safety matters
- To make arrangements for co-ordination and co-operation with other employers where:
 - Guild employees or students share premises, facilities or activities with persons working in other organisations
 - Persons from other organisations are working in Guild controlled activities
 - To make arrangements safeguard the environment from the effects of the Guilds activities
- To monitor and review the effectiveness of the Student Union's arrangements and where appropriate to implement improvements.
- 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

2.3 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 action plans summarising key objectives and timescales.

2.4 The Guilds 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.

2.5 Whilst the Guild of Students accepts the main responsibility for implementation of this policy 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.

3.0 Process

3.1 Consultation

3.1.1 The Guild of Students will engage in consultation with any safety representatives of recognised trade unions that may be appointed, in accordance with the health & safety at work act 1974, section 2; the safety representatives and safety committees regulations 1977; the health & safety (consultation with employees) regulations 1996. The Guild will provide adequate facilities for safety representatives to perform their functions as defined in the legislation.

3.1.2 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.

3.2 Internal Guild arrangements

3.2.1 The agreed standard procedures will apply to the following;

3.2.2 Accident reporting procedure

- All accidents or near misses must be reported as soon as possible via an accident report form.
- These forms can be collected from the first aid room and once completed must be given to the Reception and Admin coordinator. Copies to the Chief Executive and Facilities manager.
- Forms are available through reception 8am – 8pm or through any person nominated on the H&S law notices around the building.
- After 8pm please contact a member of the Venues team.

3.2.3 Risk Assessments

- All Guild activities must be risk assessed using the form in the health and safety folder under all departments.
- All completed forms must be sent to the Facilities manager at least one week in advance of the event or activity.
- Risk Assessments for student Group activities are approved by the Student Groups team, except those groups that have moved into Jobs, skills & Volunteering where a member of that team will review and sign off any risk assessments Facilities manager will carry out random checks on the risk assessment file for student groups
- In the manager's absence this will be delegated to another member of the H&S committee.
- The manager will review the assessment and ensure it is suitable and sufficient offering advice if it is not.
- No new Guild activity can go ahead unless the risk assessment is passed – re occurring events will have their risk assessments reviewed annually or if significant change occurs.
- Student groups are recommended to speak to the Student Groups or Jobs, skills or Volunteering teams as appropriate for any additional support with risk assessment.

3.2.4 First Aid

- 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).
- The number of first aiders required for the Guild building shall be determined by the health and safety committee but generally all first aid will be coordinated by the Facilities manager.
- There is a separate first aid procedure which states in greater detail the Guild's first aid provision.

3.2.5 Health and safety training

- The following arrangements will apply to all future H&S training in the Guild of Students.
- The health and safety committee will oversee the following training as appropriate; manual handling, fire safety, display screen equipment, Evac chair, first aid and risk assessment for new posts.

- All managers are responsible for ensuring that staff under their responsibility has received adequate H&S training for their roles and responsibilities.

3.2.6 Portable appliance testing (PAT)

- Will be organised by the Facilities team and carried out by an approved electrical contractor every April.

3.2.7 Fire safety checks

- The following checks will be carried out by the Facilities team; 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

3.2.8 Emergency lighting

- The Facilities team will inspect all lights weekly. University maintenance will carry out appropriate statutory tests.

3.2.9 Emergency procedure

- The health and safety committee will review the emergency procedure twice a year by carrying out a full mock evacuation followed by an analysis of the results.
- The Guilds evacuation procedure can be viewed on all departments under Health and safety.
- Facilities manager will write any temporary procedures required if building development works affect the normal running of the agreed procedure

3.2.10 Private Vehicle Policy

- Within your job role at the University Of Birmingham Guild Of Students it may be necessary for you to undertake business journeys using your own vehicle.
- The Private Vehicle Policy document is available on all departments under health and safety.
- It has been provided to ensure all drivers that use their own vehicles for work related journeys comply with this policy.
- Also, together with the Health and Safety Policies, they are equipped with information and skills to perform their roles competently and safely.

3.3 **University Health & Safety Policy Documents**

3.3.1 A list of current policies and documentation is maintained on the health & safety unit homepage of the World Wide Web at: <http://www.hsu.bham.ac.uk/>

3.3.2 An increasing number of policies and forms are accessible via the web page.

3.3.3 Below is a list of useful University Documents, copies of which are generally available from the University health and safety unit.

- The use and control of portable ladders: UHSP/2/UCPL/94
- Risk Assessment: UHSP/4/RA/94
- Checking, Inspection and Testing of electrical equipment (equipment rated up to 240 volts): UHSP/5/CITEE/95

- Manual Handling Operations: UHSP/6/MHO/95
- Display screen equipment use: UHSP/7/DSE/96
- Safety supervision, Out of hours activities and unattended equipment and apparatus: UHSP/8/SSOHA/96
- Occupational stress management: UHSP/11/OSM/97
- Inspection and testing of electrical equipment (rated over 240 volts and up to including 415 volts): UHSP/12/ITEE/97
- Asbestos: UHSP/14/ASB/98
- Hazardous substances policy – waste disposal, special waste: UHSB/15/HS/99:HSWD/SW/99
- Guidance on equipment provided for use at work: GUIDANCE/1/EPUW/97
- Guidance on workstation design: GUIDANCE/5/WD/98
- Guidance on work experience placements for young persons at the University: GUIDANCE/6/WEPU/98
- Guidance on guidance for risk assessment in offices: GUIDANCE/7/RAO/98
- Guidance on safe work in confined spaces: GUIDANCE/8/SWCS/98
- Health & Safety general guidance: GUIDANCE/9/HSGG/98
- Guidance for risk assessments in workshops: GUIDANCE/10/RAW/98
- Special waste – guidance on assessment: GUIDANCE/11/SWGA/99

4.0 Implementation

4.1 University Health & Safety and liaison

4.1.1 The Chief Executive and other appropriate managers shall liaise with and consult the specialist health & safety staff of the University in respect of matters of common concern.

4.2 Role of external officers

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

4.3 Over-arching responsibilities for the management of the policy

- 4.3.1 The responsibility for health, safety and welfare, and the management of it, rests directly with the University Of Birmingham Guild Of Students.
- 4.3.2 The Guilds Trustee Board, advised by the Chief Executive, is responsible for determining and reviewing the health and safety policy of student union.
- 4.3.3 The Chief Executive is responsible to the Trustee Board for the oversight and co-ordination of the implementation and management of the health & safety policy within the Guild of Students.
- 4.3.4 All members of the Guilds management team are responsible for the implementation and management of the health & safety policy within their department

4.4 Synopsis of the Guild's Statement of Health & Safety Policy.

- 4.4.1 Through the Chief Executive, the Trustee Board of the Guild of Students 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.
- 4.4.2 To this end the Chief Executive:
- Shall require all employees, i.e. 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, and
 - 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.

4.5 The Guilds health and safety committee

- 4.5.1 The Guild of Students established health and safety committee will comprise of representatives of the following groups; The Guilds executive, senior management, middle management, Unison and front line staff as appropriate.
- 4.5.2 The role of the committee is to meet at least once every term where matters relating to health & safety will addressed – where issues are identified and solutions implemented
- 4.5.3 Minutes of all such meetings shall be taken and placed in the H&S file under all departments.
- 4.5.4 It shall be the committees responsibility to ensure that H&S is further discussed at management team meetings as appropriate

4.6 The Guilds nominated health and safety advisors

- 4.6.1 The following staff positions shall be the main nominated advisors on health & safety matters, they will all have generalist knowledge but the following managers have specific areas they have expertise in;
- Facilities Manager – who will provide advice on all matters relating to the building including legislation, risk assessments, the Guilds health and safety policy and departmental local policies, training, fire safety and general building compliance.

- HR and Admin Manager – who will provide advice on legislation, occupational health including eye sight tests, work station risk assessments, occupational health referrals, stress, first aid, accident reporting.
- Student Groups Manager – All student activity based projects, events and training.
- Venues Manager – security provision, evacuation procedures, capacity levels for the building, licensing.

4.7 The Guilds Health and Safety Coordinator

4.7.1 This role will be carried out by the Guilds Facilities manager who will provide the overall direction of health & safety within the student union.

4.8 Responsibilities of Managers

- 4.8.1 The Manager of a department is responsible to The Guild of Students for ensuring the health and safety risks are properly identified and controlled in conformity with the Guild of Students policy and procedures.
- 4.8.2 The manager of each department is 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.
- 4.8.3 The manager of each department must ensure that fire wardens are appointed for the areas of the buildings under their control and that they receive appropriate training.
- 4.8.4 Managers of departments must 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 provided is suitable for its purpose and is properly maintained.
 - Workplaces are arranged to allow for the tasks to be carried out safely and without risks to health.
- 4.8.5 A local health & safety policy is prepared and:
- There is effective consultation and co-operation with appointed trade union safety representatives within their area of responsibility.
 - Health & safety instruction and training is provided when necessary.
 - Adequate supervision of staff and students is provided when necessary.
 - Suitable monitoring arrangements are introduced to ensure Guild policy and departmental are being adhered to.
 - Students are properly instructed in health & safety matters.
 - Proper arrangements are made for the disposal of hazardous and chemical wastes.
 - Effective arrangements exist to allow staff and students to raise health & safety matters.

- The Guilds health & safety co-ordinator 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.
- Accidents and incidents are reported promptly according to current reporting policy.

4.8.6 Members of the Guilds management team, acting under guidance and with support from the Chief Executive shall be responsible for ensuring:

- Organisation of the work place so that premises, plant, equipment and systems of work, and access/egress 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 and environs.
- 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.
- Communicating with and responding to as required, any staff health & safety representatives, appointed by recognised trade unions, in respect of concerns arising within their department.
- Setting a personal example at all times with respect to health & safety.

4.8.7 A management team member may delegate, formally, certain of his/her health & safety policy responsibilities to relevant subordinate managers and/or supervisors who, manager in the specific capacity.

4.8.9 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.

4.9 Responsibilities of Individuals

4.9.1 Legislation requires that each person accept responsibility for his/her own safety and that of others may not be affected by his/her activities.

4.9.10 The Guild of Students requires individual employees, students, visitors and contractors:

- To co-operate fully in ensuring that the Guilds 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 lead or may lead to damage of plant or equipment;
- To co-operate 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.

4.9.11 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 procedures.

4.10 Review of the Guild's Statement of the Health & Safety Policy

4.10.1 It is the responsibility of the Facilities manager, to review this statement of the health & safety policy.

4.10.2 This will be completed in April each year and the updated Policy sent to the next available Trustee Board meeting for their approval. Once approved it will be signed by the President and the Chief Executive

4.10.3 It is the responsibility of the Guild's Chief Executive to ensure that the Trustee Board is advised on the need for such review.

4.10.4 If an employee considers that there is a need for the policy statement to be amended he/she should bring the matter to the attention of the Guilds Chief Executive.

4.11 Local Management Policies

4.11.1 Each department will have a local health & safety policy available as a supplement to this document.

4.11.2 The manager of each department or their designated safety officer, through consultation with the Guilds safety co-ordinator will prepare and maintain this policy.

4.12 Franchise outlets

4.12.1 All franchise outlets must have a local health & safety policy, a copy of which must be placed with the Guilds safety co-ordinator.

4.12.2 Their area of work must be available for inspection at any time to The Guild's safety co-ordinator or safety committee representatives.

4.12.3 All accidents must be reported according to current policy. New staff must receive fire and evacuation training according to Guild procedures.

4.12.4 This shall be the responsibility of the Director of Engagement who will ensure that it is part of their contracts and that it is **being** carried out effectively.