

Health and Safety Policy

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Approved By:	Trustee Board		
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Related Policies:	<ul style="list-style-type: none"> a) Wellbeing (including Mental Health) Policy b) Maternity Policy c) Flexible Working Policy 		

Date	Name	Signature	Notes

Policy Statement

It is the Unions' policy to provide and maintain, as far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for all employees, students, contractors and visitors and provide such information, training, supervision as they need for this purpose.

This policy shall be guided and bound by the Health and Safety at Work, etc, Act 1974. It will be reviewed annually and updated according to changes in legislation and in the organisation.

It is within the policy that the Union also accepts responsibility for the health and safety of its student members whilst engaged in activities which are recognised, supported and/or funded by the Union.

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1. Our Responsibilities

- 1.1 The Union has a responsibility under the Health and Safety at Work Act (1974) to ensure the health, safety and welfare of our employees. The Trustee Board, as the employer, recognises and accepts its responsibilities for providing a safe and healthy environment for all its employees.
- 1.2 The Trustee Board delegates day to day responsibility to the Chief Executive who will provide staff with appropriate support and advice and be responsible for reporting any serious incidents to the appropriate authority.
- 1.3 Line Managers are responsible for their own department's health and safety including training, safe working practices and an annual review of risk assessments.
- 1.4 The Trustee Board, as the employer, recognises and accepts its responsibilities for providing a safe and healthy environment for all its employees.
- 1.5 The Trustee Board delegates day to day responsibility to the Chief Executive who will provide staff with appropriate support and advice and be responsible for reporting any serious incidents to the appropriate authority.
- 1.6 Line Managers are responsible for their own department's health and safety including training, safe working practices and an annual review of risk assessments.
- 1.7 All staff and members must conform to the policy and to accept and carry out their responsibilities.
- 1.8 All staff and members must report any potential hazard to the line Manager.
- 1.9 Staff with specific responsibilities for health and safety must ensure that they are adequately delegated in their absence.
- 1.10 The Union will:
 - Comply with the requirements of the Health & Safety at Work Act (1974), associated regulations and any other relevant health and safety legislation
 - Maintain safe access to a healthy and risk-free workplace
 - Ensure plant and machinery are safe, and that safe systems of work are set and followed
 - Ensure that hazardous articles and substances are moved, stored and used safely
 - Provide adequate welfare facilities
 - Provide sufficient information, instruction, training and supervision to enable team members to avoid hazards and to contribute positively to the health and safety of everyone while at work
 - Provide a working environment that supports positive mental health and addresses the causes of work-related stress.
 - Comply fully with the requirement for elected safety representatives and training to fulfil their functions. Details of elected safety representatives will be displayed on notice boards

2. Your Responsibilities

- 2.1 Help us to maintain standards by:
 - Taking reasonable care of your own health and safety and that of others who may be affected by what you do or do not do

- Correctly use any protective equipment, clothing and footwear that are provided in accordance with training and instruction
- Cooperate with us on health and safety and observe Health and Safety Policies
- Not interfering with anything provided for your health, safety or welfare
- Pointing out to your Line Manager anything that could be considered a danger to yourself or colleagues.
- Being aware of all fire exits and the actions that should be taken in the event of an emergency evacuation.
- Being aware of where to access first aid

2.2 Any breach of the Health and Safety Policy may lead to disciplinary action being taken.

3. Risk Assessments

3.1 It is the CEO's responsibility to ensure that Risk Assessments are reviewed and updated on regular basis. Any changes to the risk assessments will be communicated to staff. Staff are expected to read and adhere by the risk assessments.

3.2 There are also specific risk assessment templates available for young people (under 16-year-olds), New and Expectant Mothers and for those who have identified they are suffering from stress. These will be completed with employees as and when required.

4. Display Screen Equipment Assessments (DSE)

4.1 It is recommended that all staff undertake a DSE assessment on a regular basis to ensure that their main workstation is set up in a safe manner. DSE assessments are important to avoid musculoskeletal and vision problems that can be caused by inappropriate workstation set up. A template for completing the assessment can be found on the HSE website <https://www.hse.gov.uk/pubns/ck1.pdf>. Please speak to your manager if you have concerns on completion of the assessment .

5. Working from home

5.1 Under the Health and Safety at Work Act, we are required to take all reasonable steps to protect your health, safety, and wellbeing wherever you work, including at home. We need to ensure that your working environment does not compromise your health and safety and you will be expected to complete a homeworking self-assessment of your working environment (including a DSE assessment). You should report any potential hazards to your manager. Depending on the level of risk identified you may be asked to work from an alternative location until the risk is removed or minimised. If risk cannot be minimised or removed, you may be asked to work from an office location on a permanent basis.

6. Training and Information

6.1 Health and safety arrangements will be communicated at induction and staff will be reminded on an annual basis of their and the organisations responsibilities under this policy. Any changes to this policy or any health and safety procedures will be communicated to staff immediately. If staff feel

that they would benefit from additional training or information on health and safety in the workplace they should discuss it with their line manager.

- 6.2 Further guidance on health and safety at work can be found on the HSE website <https://www.hse.gov.uk/index.htm>

7. Fire Safety and Evacuation

- 7.1 All staff must be familiar with the Fire Alarm procedures; this will be part of your induction training and available [here](#).
- 7.2 Fire doors must be kept shut at all times and must never be wedged open.
- 7.3 If you discover a fire, you must immediately operate the nearest fire alarm call point and exit the building via the nearest escape route.
- 7.4 The fire marshals are responsible for the evacuation of public areas and Union offices. Staff can support with directing the public to the assembly points on their own way out of the building.
- 7.5 Staff will proceed directly to the designated assembly point for their location. All staff should take care to note the assembly point for their main place of work and can be
- Do not use lifts
 - Do not stop to collect personal belongings
 - Do not re-enter the building

8. First Aid

- 8.1 If someone is hurt or falls ill you must send for the First Aider/Appointed Person quickly. You can find the names and phone numbers of the nearest First Aid trained personnel by looking on the lid of the First Aid box, sign or phone list. There are First Aid boxes behind the Union Bar and with security.

Reporting Accidents

- 9.1 All accidents, no matter how minor, must be reported immediately a member of the Senior Management Team and logged in the accident book. These records are reviewed regularly to prevent similar accidents happening in the future.

9. Electrical Equipment

- 10.1 Visually inspect any electrical equipment before use. If you find any worn cables, loose or broken plugs or sockets, or anything else which seems to be wrong, do not use the equipment. Report it to your line manager. Make sure that you switch off the equipment and the power sockets before disconnecting. Place an out of use sign on it to make sure no-one else tries to use it.
- 10.2 Do not drag on flexes and, avoid trailing leads across areas where people walk.

10. Eye Care

- 11.1 Under the Health & Safety (Display Screen Equipment) Regulations 1992, employees who regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more) are entitled to a free test through their employer.

- 11.2 Employees should request an eyesight test from the Chief Executive who will reimburse reasonable costs toward eye tests.
- 11.3 In addition to the free eyesight test, RSU will contribute towards of a pair of single vision glasses (to maximum cost of £50) when they are required solely for VDU use. Employees are also able to add their own contribution to this amount in order to purchase a more expensive pair of glasses.

11. Manual Handling

- 12.1 Many injuries can happen at work through failure to move or handle objects safely. We don't want to see you injured, so please minimise the risks by following these guidelines:
- Assess how heavy or awkward the item is and, if appropriate, ask for help.
 - Plan how to hold the object and get a good grip (wear gloves if necessary).
 - Stand close to the object with your feet apart and spread your weight evenly. Bend your knees and lift with your legs keeping your back in a natural line.
 - Lift smoothly and keep the load close to your body. Avoid twisting your body.
 - When carrying an object keep your arms tucked in and make sure you can see where you are going.
 - If equipment is provided, make sure you use it correctly.

12. Driving for Work

- 13.1 Those who drive for work (not including commuting) must ensure that the vehicle is well maintained and safe to use, insured, taxed and has an up to date MOT (if required). You should check with your insurer that you are covered if you needed to make a claim due to accident occurring while driving for work.
- 13.2 When driving for work you should ensure you take the following steps to ensure your safety and that of any passengers:
- Ensure that seat belts are installed for the driver and all passenger seats and worn on all journeys.
 - On long journeys take regular breaks to help to reduce tiredness.
 - Plan your journeys to avoid travel in adverse weather and / or excessive driving hours.
 - Do not use mobile telephones while driving, instead switching to a message service and picking up messages when taking breaks from driving.
 - Ensure that passengers are carried only in accordance with the vehicle manufacturer's design specification, with a seat for everyone and only one person per seat.
 - As soon as possible after an incident, penalty or condition diagnosis that may lead to restrictions or disqualification from driving please inform your line manager.
 - Obey the highway code- <https://www.gov.uk/guidance/the-highway-code>