

# HEALTH AND SAFETY POLICY

Updated: October 2023



**BUCKS**  
STUDENTS' UNION

## Health and Safety Policy

### 1. Policy statement

- 1.1. Bucks Students' Union is committed to ensuring the health and safety of our staff, members, customers and anyone in the public domain affected by our activities. We look to ensure that the environment is safe and healthy for all those attending our premises and activities.
- 1.2. Health and safety issues will be identified, managed and reviewed through regular assessments of risks in the workplace, consulting with staff to share relevant information, and ensuring that all relevant persons receive appropriate instruction, training and supervision to prevent accidents and work related ill health.

### 2. Who is covered by this policy?

- 2.1. This policy applies to everyone working and visiting the premises at Bucks Students' Union including trustees, officers, seconded employees, employees, consultants, contractors, trainees, homeworkers, part-time employees, fixed-term employees, casual staff, agency staff, volunteers and also includes students and visitors to the site (collectively referred to as staff in this policy).

### 3. Personnel responsible for implementation of this policy

- 3.1. The CEO has overall responsibility for health and safety and the operation of this policy.
- 3.2. The Union has a responsibility to adhere to any national advice or information and legislative regulations. This includes but is not limited to the Health and Safety at Work Act 1974 and Department of Health notices.
- 3.3. The Union operates from Buckinghamshire New University's premises. Any issues relating to the structure, building, permanent fixtures and fittings are the responsibility of the University. All health and safety concerns must be reported to the most senior manager present. If a serious issue is identified, i.e. something that is an immediate danger or risk, the Health and Safety Manager for the University must be informed.
- 3.4. The Union has a responsibility to adhere to and meet all reasonable health and safety requirements of the University. This includes but is not limited to the University's Health & Safety Policy, fire procedures and security procedures.
- 3.5. Activities and events are managed by individual teams within the Union who are responsible for the health and safety of attendees. Staff are managed through the usual line management structure with regards to planning and executing an event in line with health and safety standards. Each event and activity should be assessed through a risk assessment that is documented and if relevant reviewed regularly for appropriateness and necessary updates.
- 3.6. All staff must also recognise that everyone shares responsibility for achieving healthy and safe working conditions. You must consider the health and safety implications of your acts and/or omissions and take reasonable care for your health and safety and that of others. Any concerns must be reported to your line manager.
- 3.7. Failure to comply with health and safety controls, regulations and instructions may result in disciplinary action following the Union's disciplinary procedures.

### 4. Risk assessments

- 4.1. Risk assessments are used to manage health and safety issues and risks as they are a resource to identify such issues and risks. They also document this review and record all mitigating controls managed by the Union. Risk assessments document responsible persons for each area and review dates to ensure that each assessment remains current.
- 4.2. The Union has a corporate risk register that includes a health and safety section under the CEO's responsibility.
- 4.3. The Union will have separate risk registers that detail more finely issues and risks for activities and events. Each line manager is responsible for ensuring that these are documented and remain up to date.
- 4.4. Controls and mitigating actions identified in risk assessments must be implemented by the responsible persons named in the risk register. Line managers are responsible for ensuring that implementation is adhered to by all relevant staff.
- 4.5. Current risk registers held at the Union are logged in a list to detail coverage, responsible persons and review dates.

## 5. Venue Procedures

- 5.1. The Union's Venue has detailed policies and procedures to manage the activities of the service that also cover all aspects of health and safety.
- 5.2. The Venue team also maintain an overarching risk assessment to identify and mitigate against issues and risks as identified in the above policies.

## 6. National health alerts

- 6.1. In the event of an epidemic or pandemic alert the Union will provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to your line manager or the HR and Development Manager.
- 6.2. It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances. Failure to do so will be dealt with under our disciplinary procedures.

## 7. Emergency evacuation and fire precautions

- 7.1. The Union adhere to the emergency evacuation and fire precautions of the University. All new members of staff are required to complete the online health and safety training sessions provided by the University during their induction.
- 7.2. The Venue will adhere to University and Venue specific procedures as detailed in the policies referred to in section 5.
- 7.3. The University own and manage the fire safety system. However, if any member of staff notices that there is a fault or damage with the system they should report this to Estates immediately. This will include fire alarms not working properly during tests, drills and actual evacuations.
- 7.4. You should familiarise yourself with the instructions about what to do in the event of fire by speaking to your line manager. You must ensure that you know where the nearest fire exit is and any alternative ways of leaving the building in an emergency.
- 7.5. In the event of a suspected fire line managers must ensure all their team members have exited the building and are at the fire meeting point. If any line managers are not in the office during the evacuation, the next most senior team member must check all staff members are safely evacuated. If any members of staff are not accounted for the last known whereabouts of the individual should be noted and all information reported to the University security team as soon as possible.
- 7.6. The University will hold regular fire drills to ensure that fire procedures are effective and staff are familiar with them. These drills are important and must be taken seriously.
- 7.7. The Venue independently hold fire drills for the same reason. Each drill is recorded in the log sheet detailing the date, time, time for evacuation, any issues etc.
- 7.8. You should notify your line manager and University security as soon as possible if there is anything, for example impaired mobility that might impede your evacuation in the event of a fire.
- 7.9. If you discover a fire you should not attempt to tackle it unless you have been trained or feel competent to do so. You must raise the alarm as soon as possible by activating the nearest fire alarm.
- 7.10. If the fire alarm is activated you should close any open windows immediately next to you, unless this would cause a significant delay in you leaving the building. You should remain calm and walk to the nearest exit. Do not stop to collect personal possessions, do not use the lifts, and do not re-enter the building until you are told that it is safe to do so by authorised persons indicated by three blasts of a fog horn.
- 7.11. In addition to University and Venue procedures Buckinghamshire & Milton Keynes Fire Authority conduct a periodic unannounced fire safety check of the Venue premises, the results of which are confirmed in writing.

## 8. Major incident awareness

- 8.1. The Union will follow the procedures for a major incident as set out by the University. The University have a dedicated counter terrorism staff resource to support the security of each campus.
- 8.2. The Venue, as a night time economy has detailed plans and procedures to deal with the threat and occurrence of a major incident. The procedures are in line with national counter terrorism guidance and University policies.

## 9. Counter terrorism and serious incidents content

- 9.1. The Union's approach to monitoring risk and the health and safety of its members is driven by the University's policy in this area, including the Freedom of Speech Policy. The CEO maintains an open dialogue with senior University staff about terrorism related issues including policy development and emergency procedures. In addition the Union operates procedures designed to mitigate any risk presented by external speakers at Union events.

## 10. Display screen equipment

- 10.1. If you use a computer for prolonged periods of time you can conduct a workstation assessment by completing the health and safety induction training provided by the University.
- 10.2. If any issues are identified as a result of the workplace assessment these should be discussed with your line manager in the first instance. Requests for equipment, for example a foot rest, can be authorised by your line manager. Issues that relate to the building or fittings, for example lighting will need to be reported to the University Estates Team for investigation.
- 10.3. Actions identified from a workstation assessment, discussions with your line manager and recommendations of the Estates Team should be reviewed for cost benefit analysis. Every reasonable effort must be made to ensure each staff member has appropriate working conditions. This may be achieved through investment, or by relocating a member of staff to a different more appropriate workstation.

## 11. Manual handling

- 11.1. Information on the regulation of manual handling will be obtained in the University's health and safety induction programme online.
- 11.2. Each member of staff is responsible for ensuring that they correctly move, lift and carry objects. Staff members should not attempt to carry more than they are capable of, and should always request help where necessary.

## 12. Equipment

- 12.1. If a member of staff requires the use of equipment to perform their role or complete an activity, they must not do so until properly trained. Training includes, but is not limited to on the job training, online training and training sessions.
- 12.2. All staff must use equipment in accordance with operating instructions, instructions given by managers and any relevant training. Any fault with, damage to or concern about any equipment or its use must immediately be reported to line managers.
- 12.3. Electrical equipment should be maintained in accordance with the Electricity at Work Regulations 1989. PAT testing is not a legal requirement but is undertaken by the University to ensure the safety of equipment is maintained.
- 12.4. Employees must ensure that health and safety equipment is not interfered with and that any damage is immediately reported to their line manager. If the equipment belongs to the University a report should be completed to the Estates Team.
- 12.5. No member of staff should attempt to repair equipment unless trained and designated to do so. Failure to report damage to or a fault with equipment or failure to use it as directed may result in action under our Disciplinary Procedure.

## 13. Hazardous materials

- 13.1. The Venue uses gases in the management of the cellar and drinks provision. These are stored and used according to recommended guidance. There is a gas sensor linked to an alarm system in the cellar to detect and alert staff to any emittance of gas.
- 13.2. Any damage or abnormal performance of the gases and containers are reported to the appropriate line manager to be reported to the supplier. Union staff should not attempt any repairs, unless qualified to do so.
- 13.3. Each food outlet is treated by external suppliers for basic pest control every quarter. The Union staff follow guidance from suppliers about chemicals and substances used.
- 13.4. The Union also uses toner and cleaning materials in the general office, Venue and catering outlets. All cleaning materials are used as instructed by line managers and product instructions. Toners are disposed of through a third party recycling scheme.

## 14. Minibuses

- 14.1. The Union has a fleet of three minibuses. These are available on a voluntary hire basis to the Union staff, Clubs and Societies and University.
- 14.2. The minibuses can only be driven by an individual who has a D1 licence or has completed the MIDAS test run biannually by the Union. To qualify for the MIDAS test each driver must be over 21 years of age and have held a full UK license for a minimum of two years.
- 14.3. When driving the minibus a second person should always be available to support the driver when manoeuvring, especially in car parks or areas where pedestrians are nearby.
- 14.4. The Minibus User Guide should be referred to for full details regarding the use of each vehicle.

## 15. Accidents and first aid

- 15.1. If you suffer an accident at work, you or someone on your behalf must report it to your line manager as soon as possible, however trivial the incident was. You or your line manager must also report the incident through BEN (Bucks Employee Network) portal, via the Accident Report Form.
- 15.2. Any near misses that could have potentially lead to an accident should also be reported to your line manager using the appropriate processes.
- 15.3. All staff must cooperate with any resulting investigation of a reported accident or near miss.
- 15.4. The University hold safety meetings biannually, the Union are invited to attend. These meetings discuss any accidents, remedial actions, safety related maintenance and legislative changes.
- 15.5. Details of first aid facilities and trained first aiders are available from the University's Health and Safety Manager.

## 16. Standards of workplace behaviour

- 16.1. Every member of staff is responsible for their own health and safety at work, as well as ensuring their actions do not affect the health and safety of others. There are a number of duties expected of staff detailed throughout this policy which include:
  - 16.1.1. Take reasonable care of yourself and have due regard for others
  - 16.1.2. Not proceed with any activity if you feel it poses a threat to your health and safety, or to that of others
  - 16.1.3. Where necessary help the Union meet the duties imposed on it
  - 16.1.4. To not interfere with or misuse anything provided for health and safety
  - 16.1.5. Bring any breaches of the safety policy to the attention of your line manager, who will ensure the University's Health & Safety Manager is advised where appropriate
  - 16.1.6. Report any accident at work which results in personal injury or ill health, however minor, and every dangerous occurrence, including fire, using the online accident and dangerous occurrence reporting form (available via the employee portal)

- 16.1.7. Report any near miss incidents which have the potential to cause injury or ill health, using the online accident and dangerous occurrences reporting form (available via the employee portal)
  - 16.1.8. Notify your line manager or HR and Development Manager when suffering from a disease or medical condition which may be caused by, or made worse by, work activities (this information will be treated as confidential). The Union must ensure that the University's Health and Safety Manager is also advised
  - 16.1.9. Report any unsafe or unhealthy working conditions, or suspected faults in buildings, building fabric, or in any equipment, to your line manager who will ensure that the University's Health and Safety Manager is advised if the asset is the responsibility of the University
  - 16.1.10. Assist any visitors who may not be familiar with Union and University procedures, to the best of your abilities
- 16.2. The Union has common standards expected of all staff to ensure the work environment remains a safe and healthy place to work, including:
- 16.2.1. Workspaces are kept clear and tidy to avoid any trip hazards
  - 16.2.2. Ensure there are no trailing cables, wires and plugs
  - 16.2.3. Crockery, cutlery, glasses and the kitchen in general is kept clean and tidy
  - 16.2.4. Ensuring rubbish is placed in the appropriate bins and that these are emptied regularly
  - 16.2.5. That doorways, corridors, passageways and communal areas are kept clear and tidy
  - 16.2.6. That all fire doors and fire exits remain unobstructed and operational
  - 16.2.7. Items are appropriately stored to ensure that they do not fall, block access or create another risk, e.g. a fire risk
  - 16.2.8. That cupboards, drawers and cabinets can be closed properly
  - 16.2.9. That office areas and workspaces are regularly cleaned, especially if you eat at your workstation
- 16.3. Staff should regularly monitor and review the management of health and safety in the workplace, making any necessary changes and bringing those to the attention of all staff.

## 17. **Safety audit inspections**

- 17.1. In addition to monitoring the operation and adherence to this policy on an annual basis the Union works with the University to implement safety audit inspections. They occur primarily in the Union's licensed premises and are carried out by the University Health and Safety Manager, outcomes from which are reported to the University's Health and Safety Committee.

## 18. **Training and induction for staff and officers**

- 18.1. The Union ensures that all new staff and officers are signposted to the Health and Safety Policy at the point of induction. The Union also ensures that relevant training and updates are provided to staff and officers as part of the Union's annual cycle of staff development events. In addition to this the Union organises relevant training on a needs basis and ensures staff participate in mandatory sessions run by the University.

## 19. **Review of policy**

- 19.1. The Strategy and Planning Committee will review this policy regularly to ensure it remains effective and up to date with operational activities and legislative requirements.