

## THE STUDENTS' UNION (THE SU) HEALTH & SAFETY POLICY

**Rationale:** To set out how The SU adheres to Health and Safety at work act 1974.

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### Students' Union/University relationship

The SU recognises that its responsibility for health & safety is shared with the University of Bath because:

- they are the employer of all SU staff;
- they are the landlord of all buildings occupied by The SU;
- they are the University at which The SU student members are registered at.

The SU recognises that this relationship could cause confusion. Therefore The SU will ensure in setting out the following policy and any relating procedures that these are in line with the University's own where reasonably appropriate.

### Policy statement

The SU recognises that good standards of health, safety and welfare are an integral part of good management.

The SU aims to meet our health, safety and welfare commitments by:

- ensuring health & safety concerns and accidents are taken seriously, investigated and acted on as appropriate;
- ensuring that the significant risks associated with our activities are assessed and appropriate control measures are implemented to reduce the risk of injury/ill health;
- ensuring SU staff and volunteers are familiar with this policy and receive training on their responsibilities;
- reporting to the Charity Commission if a serious incident happens or is suspected to have taken place.

### Responsibilities for health and safety

The University of Bath are responsible for:

- ensuring that staff have appropriate facilities and a working environment that's safe for everyone in the workplace;
- ensuring that there are appointed people trained to provide first aid on campus;
- ensuring that there is appropriate employers' liability insurance in place for staff;
- ensuring staff, students and chosen representatives are consulted on health and safety;
- providing advice and guidance on health, safety and welfare matters;
- creating and maintaining a safety management system;
- investigating reported concerns and accidents in order to identify any actions required to prevent recurrence;
- reporting to the Health & Safety Executive (*HSE*) certain workplace injuries, near-misses and cases of work-related disease.

The Board of Trustees are responsible for:

- setting and monitoring strategy and policy;
- monitoring health & safety performance and seeking reassurance that performance is satisfactory.

- reporting to the Charity Commission if a serious incident happens or is suspected to have taken place in relation to The SU.

The Chief Executive is responsible for:

- ensuring the health & safety policy is put into practice;
- recommending to and monitoring improvements for the Board of Trustees where health and safety performance is found to be unsatisfactory;
- completing the annual health and safety self-assurance return to the University of Bath.

The Senior Administrator (Governance) and the Facilities and Technical Manager are responsible for:

- liaising with the University on health & safety matters and ensuring this policy is up to date;
- the design and implementation of local health & safety procedures as they apply to The SU;
- monitoring health & safety performance across The SU and providing assurance reports to the Board of Trustees;
- managing an ongoing programme of audits of compliance with The SU Health & Safety policy on behalf of the Board of Trustees.

Heads of Departments and managers are responsible for:

- the health, safety and welfare at work of all their staff along with any other people who may be affected by the work of their department/team;
- having an appropriate awareness of the health & safety policy and the requirements of legislation as they apply to the work of their department/team;
- ensuring that staff and volunteers are made aware of and understand the health & safety policy along with its related procedures;
- ensuring staff are aware of how to report accidents and near misses
- ensuring that staff and volunteers receive any necessary health & safety training relevant to their area of work;
- ensuring that the significant risks associated with their team's activities are assessed and appropriate control measures are implemented to reduce the risk of injury/ill health.

All staff, student leaders and volunteers are responsible for:

- co-operating with supervisors and managers on health and safety matters;
- taking reasonable care of their own and others health and safety;
- reporting all health and safety concerns to an appropriate person (*as detailed above*).

### **Arrangements for health and safety**

The general arrangements for health & safety for The SU will be recorded within a safety handbook which alongside this policy will be reviewed annually to ensure that it is kept up to date. Monitoring of these procedures will be undertaken by the Health and Safety Group, a subgroup of Finance and Audit Committee.