

HEALTH AND SAFETY POLICY & PROCEDURES

Purpose	
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Review Log

Version no.	Review Date	Reviewed by	Ratified by	Reason for amendment	Summary of changes
1	20/10/22	Health & Safety Committee	Finance & Risk Committee	Annual Review	
2	Feb 2024			Organisation changes	
3	Oct 2024	Health & Safety Committee		Annual review	

POLICY STATEMENT

Hallam Students' Union ("HSU") recognises its responsibilities for the implementation of health and safety legislation and is committed to ensuring the health, safety and wellbeing of anyone using and affected by our activities and to providing a safe environment for all those attending our premises and events.

HSU strives to provide an environment which is stimulating and safe to use and work in, while supporting all staff and students in the furtherance of good health and safety practice.

Health and Safety is the responsibility of everyone, and HSU encourages the participation of all students, staff and their representatives (usually elected officers) in identifying problems and seeking solutions in a timely manner. Staff and Students' representatives will be consulted and involved in health and safety management within the organisation.



MARTHA MITCHELL

**Signed by the President as a
representative
of the Board of Trustees**



SALLY PLEMING

**Signed by the HR Specialist as a
representative of HSU**

1. Aim

HSU is committed to ensuring the health, safety and wellbeing of everyone using and affected by our activities and to providing a safe environment for all those attending our premises and events.

We will achieve this by:

- Ensuring the provision and maintenance of a healthy environment and safe premises, facilities, equipment and methods of operation and activities.
- Regularly monitoring and reviewing safety procedures throughout the building.
- Providing necessary information, instruction, training and supervision, including clarity on individual's responsibilities and the proper use of equipment and PPE.
- Providing as appropriate, and ensuring the correct use of, approved safety equipment and protective clothing and ensuring individuals do not incur cost for the use of equipment or PPE which is a statutory requirement in order for them to carry out their work safely.
- Promoting a culture of safe working by employees and students in all aspects of the Union's activities and encouraging discussion between management, employees and students on safety, health and welfare matters through the Health and Safety Committee.
- Ensuring that a suitable and sufficient assessment of risk is carried out for all operations and undertakings on the premises and activities carried out offsite.
- Ensuring timely and accurate reporting and investigation of accidents, incidents and near misses, reporting to relevant authorities where appropriate.
- Ensuring appropriate contingency arrangements are made during the absence of nominated staff to meet the relevant statutory requirements.
- Making specific arrangements on sites controlled by HSU to ensure that contractors are carrying out their responsibilities for health, safety and welfare.
- Maintaining at least the legal and statutory compliance as the lowest acceptable standards for all aspects of Union activities and striving for higher standards where possible.
- Creating and updating a central file containing relevant health and safety information.
- Ensure, as far as is reasonably practicable, the health, safety and welfare of all visitors to our premises.

2. Related Policies

HSU Health and Safety Policy will be supported by guidance and procedures relating to:

The following list is not exhaustive:

- Children, Young Persons and Vulnerable Adults on HSU premises
- DSE Policy
- Emergency Evacuation Protocol
- Emergency Incident Protocol
- Fire Marshal/Fire Evacuation Plan
- First Aid Policy
- Major Incident procedure
- Safeguarding Policy
- Search Policy
- Smoke Vape Free Policy
- Health & Safety Guidance for Societies and Student Activities

- Volunteering Policy
- DBS Policy
- Children, Young Persons and Vulnerable Adults on HSU activities
- Alcohol and Drugs Policy
- Food Safety and Allergens Policy
- Control of Contractors
- Drugs Box Procedures

3. Scope

This policy applies to all permanent and temporary employees of HSU, together with agency workers, students undertaking placements, third parties and self employed workers and any visitors to HSU premises. HSU staff and users shall always, whilst on HSU premises or taking part in HSU activities, follow the HSU' Health and Safety Policy and Procedures and comply with any health and safety instruction given to them.

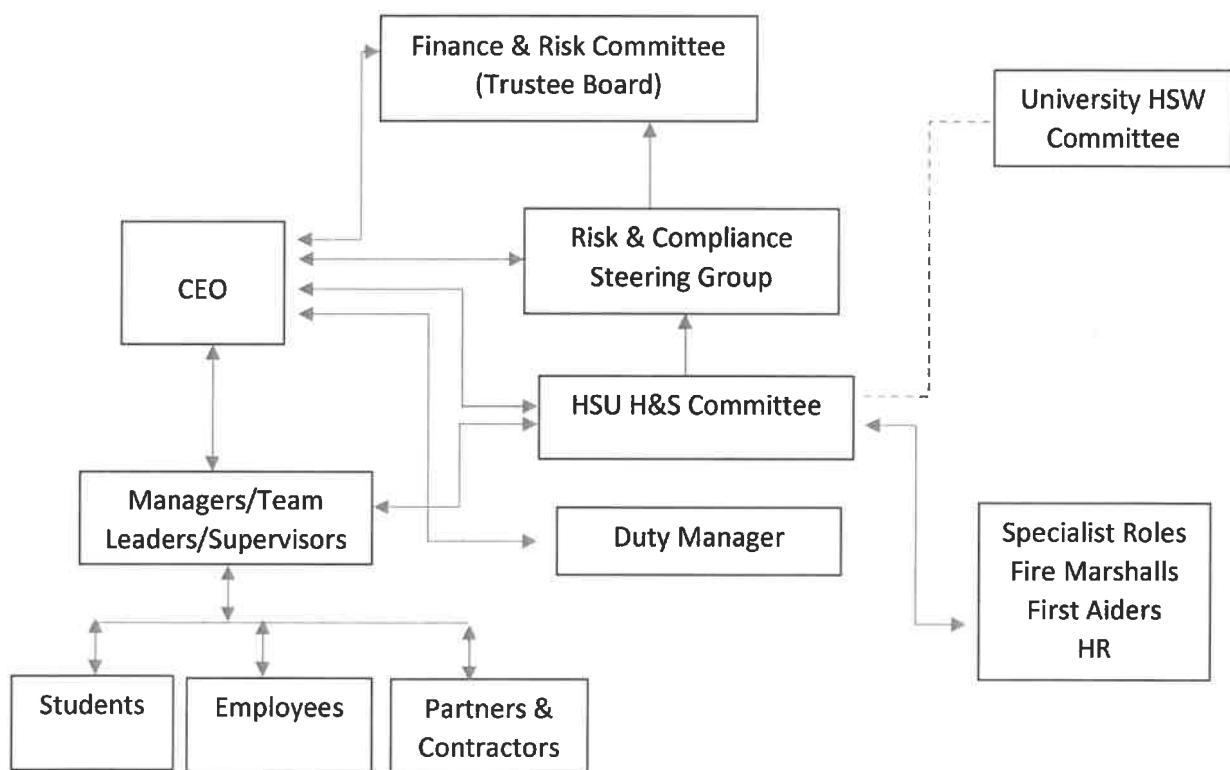
PROCEDURE

1. Roles and Responsibilities

1.1 The Management of Health and Safety in the Students' Union

The Trustees and the Chief Executive have overall responsibility for health and safety within HSU. The Facilities Manager has day-to-day responsibility for ensuring that the health and safety policy is put into practice.

The diagram below sets out the line management and advisory/support network.



1.2 Summary of responsibilities

The management of Health and Safety and Work Regulations 1999 makes it clear that Health and Safety should be integrated completely into other management systems and activities, including the risks associated with those activities. The responsibilities can be summarised as follows:

1.2.1 CEO

- Has overall responsibility for all aspects of the health and safety management arrangements.
- Will produce a policy statement outlining the arrangements, and bring this to the attention of staff, students and other appropriate stakeholders.
- Will delegate responsibility for the day-to-day aspects of health and safety to the Facilities Manager or other appropriate person.

1.2.2 Facilities Manager

- a) Has responsibility for the day-to-day aspects of health and safety
- b) Has additional responsibilities including the provision of training and the development of a healthy working environment.
- c) Has responsibility for ensuring relevant and adequate health & safety related signage is accessible.
- d) Will ensure that key evidence relevant to the local safety management system is maintained, including:
 - risk assessments
 - safe systems of work/method statements
 - emergency arrangements
 - training records
 - accident and incident data
 - evidence of routine housekeeping inspections/monthly walk round inspections

1.2.3 Executive Assistant and Governance Support

- a) Support the Health & Safety groups/committees
- b) Be responsible for the day to day operation of the DSE process.

1.2.4 HR

- a) Will support the Facilities Manager in promoting a culture of safe working.
- b) Will chair the H&S Operational Group and ensure timely reporting to the Risk and Compliance Steering Group and Finance & Risk Committee.

1.2.5 Duty Manager

- a) Will deputise for the Facilities Manager on health, safety and welfare issues.
- b) Will ensure that their name will be displayed on the board by the fire alarm panel each day when on duty.
- c) Will be responsible for:
 - ensuring that the premises are safe to use on a day-to-day basis.
 - undertaking inspections of the premises as required.
 - reporting health and safety issues to the Facilities Manager & Executive Assistant and Governance Support.
 - liaising with emergency services and the CEO during emergency situations and evacuations.

1.2.6 All Managers, Team Leaders and Supervisors

- a) Are responsible for the implementation of the policy and achieving the policy objectives.
- b) Are expected to provide leadership of health and safety initiatives in their areas of responsibility, promoting a positive health and safety culture, leading by example and giving equality to other business priorities.
- c) Apply the policy in their area of responsibility ensuring that their staff are trained and competent and following safe working practices within a safe working environment.

- d) Prohibit, amend or order to cease any hazardous activity involving Union facilities.
- e) Give proper consideration to health and safety needs during relevant management and business planning processes.
- f) Maintain local housekeeping standards so that the workplace remains safe.
- g) Ensure that key evidence relevant to the local safety management system is maintained, including, as appropriate,:
 - risk assessments
 - safe systems of work/method statements
 - emergency arrangements
 - training records
 - accident and incident data
- h) Inform the Facilities Manager or CEO of health and safety issues and progress towards Health and Safety objectives. In the absence of the Facilities Manager or CEO they will report issues to the Duty Manager.

1.2.7 Employees

The Health and Safety at Work Act states that everyone has a responsibility for safety. It is important that everyone appreciates the extent of their individual legal obligations to co-operate with their employer.

Their duties are:

- a) to make themselves familiar with the Health and Safety Policy of HSU and the area in which they are employed and be fully familiar with the policies which directly affect their particular activities
- b) to accept individual responsibility for their own health and safety as well as the health and safety of others who may be affected by their acts or omissions
- c) to co-operate with HSU to enable it to comply with all safety instruction and not interfere or misuse anything provided in the interests of health, safety or welfare
- d) to report any accidents, near misses, dangerous occurrences, unsafe practices and systems of work or conditions which may create health and safety risks or damage to equipment or premises
- e) to attend training courses in the furtherance of health, safety and welfare as required
- f) to make full use of protective clothing, safety equipment and devices provided and if required but not provided, to not undertake the task and report their requirements to their manager.
- g) to maintain tools and equipment, reporting any defects to their manager or other appropriate person.
- h) to co-operate in the investigation of any accident or incident that has led, or which might have led, to injury or harm.
- i) to ensure that students/users of HSU activities are aware of, and comply with, HSU's Health & Safety policies and procedures.

1.2.8 Students and other users of HSU facilities

Students and other users also have an important role to play in implementing the policy and the following responsibilities are placed on them in order to contribute:

- a) to take reasonable steps to ensure their own health and safety and the health and safety of others who may be affected by their acts or omissions
- b) must at all times, whilst on HSU premises or taking part in HSU activities, abide by HSU's Health and Safety Policies and comply with any health and safety instruction issued.
- c) shall not, without the consent of the responsible staff member introduce any equipment for use on HSU premises, alter any fixed installations, alter or remove any health and safety notice or equipment, or otherwise take any action which may create hazards for themselves or other persons.
- d) must at all times whilst on HSU premises comply with all fire, health and safety procedures
- e) use any protective clothing and equipment issued in an appropriate manner according to any training received
- f) maintain equipment in good condition, reporting any defects to the relevant member of staff
- g) report any incident (including accidents resulting in injury to persons) or 'near misses' as soon as is practicable and ensure it is appropriately recorded and passed onto the relevant person.

1.2.9 Specialist Roles

The following specialist roles are taken on by staff to assist in implementing the policy:

- Duty Manager
- Fire Marshal
- First Aider
- DSE assessor

2. Confidentiality and Record Keeping

Confidentiality is an important part of the procedures provided under this policy. Information about an employee or student/visitor will be kept, along with a record of the outcome and of any notes or other documents compiled during the process. The information will be retained in accordance with the suggested retention periods as detailed in the HSU Data Protection Policy; Staff Records Retention Schedule.

3. Communication of the Policy and health & safety information

3.1 The policy will be communicated to all staff via the following methods:

- During induction all staff members will be required to undertake Health & Safety training and are required to indicate that they have read and understood the policy

- All changes to the policy will be communicated via the staff Intranet
- A copy of the current policy will be available on the staff Intranet

3.2 Health and Safety information will be communicated in the following ways as appropriate:

3.2.1 Urgent Updates

- General Teams chat with 'High Importance' tags. All managers and supervisors must ensure that their staff are aware of the update, as soon as is practicable.
- The CEO to ensure that officers are updated.
- Verbally from CEO/Deputy CEO or other designated person either directly or cascaded down through the management structure as soon as practicable to staff, students, visitors and contractors
- Whats App emergency Tree group

3.2.2 Medium Priority Updates

- General Teams chat
- Verbally from CEO/Deputy CEO or other designated person either directly or cascaded down through the management structure to staff, students, visitors and contractors

3.2.3 Low Priority Updates/Notices

- General Teams chat
- Staff Intranet
- Verbally from CEO/a Director either directly or cascaded down through the management structure to staff, students, visitors and contractors
- Additional notices, as appropriate, will be posted on the displays outside of the Support Pod for staff and notices for students, visitors and contractors will be posted on the entrances

3.2.4 Role/Task Specific Information

Any health and safety information regarding specific roles or tasks will be communicated directly to those undertaking the role or task either electronically, written or verbally as appropriate.

3.3 The policy and procedures will be communicated to students through signage, and as appropriate to individuals or groups using the building. Specific health and safety training will be provided to groups such as societies or for events.

4. Implementation of the Policy Framework

4.1 Generic Risk Assessments

Risk assessments are a legal requirement. Generic Risk Assessments are recorded in the [Risk Assessment](#) section. Risks should be assessed periodically and any new process or change in circumstances will require an updated assessment. Guidance should be sought from the Risk Assessment Policy.

4.2 Specific Risk Assessments

Specific risk assessments should be completed as needed – blank forms and guidance can be found in the [Risk Assessment](#) section on SharePoint/TM-HSU Teams.

4.3 Fire Safety

Fire safety is covered in the Emergency Evacuation Protocol and in the online fire safety training undertaken by all employees. An annual fire safety risk assessment is carried out by Sheffield Hallam University. Their recommendations are reported to the Health and Safety Committee and acted upon.

4.4 Electricity

Electricity has the potential to cause serious harm, or even death, and must be treated as a priority with regard to maintenance and repair.

The maintenance and repair of installed electrical equipment and fixed installations is the responsibility of Sheffield Hallam University.

Fixed installations i.e. sockets, light fittings and general wiring throughout the building will be tested at least every five years by a competent electrician.

Portable electrical equipment and fixed installations will be regularly maintained in accordance with Sheffield Hallam University advice. This is set out to comply with the Institute of Electrical Engineers Guidance.

Any electrical equipment that is to be plugged into a HUBS electrical socket, brought in by staff/visitors are the individuals' responsibility but will be classed as building equipment and should be inspected and if necessary tested, unless for personal use only e.g. mobile phones, laptops etc.

Responsibility for arranging maintenance of electrical equipment is with the Facilities Manager

5. Health and Safety Committee

- 5.1 Under the Health and Safety and Work Act 1974, the Health and Safety Committee has the function of keeping under review the measures to ensure the health and safety at work of employees and consult with employees on health and safety issues. It is a natural extension to include the health and safety of students, contractors and visitors on Union premises.

Membership:

- Facilities Manager
- Executive Assistant
- HR Specialist (Chair)
- Civic Engagement Manager
- Events & Entertainment Manager/Team Leader
- Trade Union Representative
- University Safety Representative - to copy in on quarterly and annual H&S reports.
- Nominated Sabbatical Officer

The Committee:

- Is chaired by the HR Specialist
- Will be held at least 6 weekly
- Will be serviced by the Executive Assistant
- Will receive reports of incidents and trends

- Will provide termly written reports and an annual report to the Compliance & Risk Steering Group and in turn to the Finance & Risk Committee

Terms of Reference

- a) To advise The CEO on matters of the health and safety policy, and to recommend any action necessary to ensure the health and safety of staff, students and members of the public
- b) To provide termly updates and report to the Compliance & Risk Steering Group and Finance & Risk Committee and SHU H&S Representative
- c) To keep under review HSU's legal obligations and health and safety measures
- d) To receive any safety reports (e.g. from service checks, walk round feedback), incident reports, near misses, accident reports, reports from enforcing authorities and safety representatives and to make recommendations, including any corrective action
- e) To receive, review and assist development of proposals for implementation of new legislation
- f) To assess and advise the health & safety risks on forthcoming Students' Union events and events on Students' Union property
- g) To assist in the development of safety policies and procedures
- h) To review health and safety training and communications
- i) To provide appropriate links with relevant enforcing authorities
- j) To receive reports and review security for staff, students and visitors on Union premises, particularly where it could impinge on health and safety
- k) To provide reports, as appropriate, for circulation to Management, Students Union Officers, Trustee Board and the University Health and Safety and Welfare Committee
- l) The Committee may establish working parties or project groups as appropriate

6. RESIDUAL RISKS (Risk Profile)

6.1 Visitors

Every effort will be made to minimise risks to visitors by maintaining a safe environment as far as is reasonably practicable and adhering to the safety checks as listed below.

6.2 Contractors

To reduce risks to contractors working on site a formal signing procedure will be adopted

7. Service Checks and Maintenance

Item	Details	Responsibility HSU or SHU?
Fire Alarm	Bi-annual service to British Standard BS5839 part 1 (para 29.02/06/07) including replacing break glasses, re-fixing loose call points etc.	SHU
Emergency Lighting	Bi-annual service to British Standard BS5266 part 1 (para 12.04.04) including the replacement of up to 12 lamps	SHU
Lightning protection	Annual inspection and test	SHU
Passenger/goods lift	Service and maintenance programme in accordance LOLER regulations and with SAFED guidance LG1 including 5 and 10 year tests as required.	SHU
Mains electrical system	Testing the mains electrical system to Institute of Electrical Engineers 16th Edition regulations.	SHU
PAT Testing	Annual testing of portable appliances.	HSU
Fire Fighting Appliances	Annual inspection of all firefighting appliances carried out by a recognised body.	SHU
Water monitoring	The heating/hot water system is managed by the University and hot water flow temperatures on the calorifier recorded daily from the BMS system by the relevant university personnel.	SHU
Lift Certification	2 passenger lifts, (1 beer lift and 1 dumb waiter lift – both isolated and don't require certification). Servicing carried out annually by the incumbent provider - OTIS who issue work sheets to the estates department of Hallam University.	SHU
CCTV	annual inspection	HSU
Scaffolding Tower	inspected and evidenced on each use	HSU

7.1 All the above will be evidenced by a signed checklist.

7.2 The facilities team will ensure adequate records and service/maintenance plans

8. Visitors

As an employer and occupier of premises, we have a duty of care towards all visitors, including contractors, and we need to have regard to their health and safety, particularly as they may be unfamiliar with our premises, activities and hazard controls.

It is our policy to:

- Control the access of visitors, including contractors, to ensure the health, safety and security of our staff, students and other visitors. Where necessary verifying permits to work issued by SHU estates.
- Ensure visitors are aware of our rules and procedures, including Fire Evacuation procedure.
- Accompany visitors wherever possible or, if unaccompanied, warn them of any danger areas or foreseeable risks.
- Take or direct visitors to the fire assembly point in the event of an evacuation of the premises.
- Record all injuries to visitors through the Incident Reporting procedures and carry out a thorough investigation to determine root cause.
- Inform visitors of the relevant policies, procedures and provide risk assessments relevant to their visit.

9. Hazard Reporting

9.1 Staff have an invaluable monitoring role within the building and in providing activities in helping to identify hazards, before they cause injury or accident. They have a duty to report conditions that might cause harm.

9.2 It is our policy to:

- Have an effective system for the reporting of hazards and near misses.
- Ensure all reported hazards are dealt with expediently and efficiently.
- Check that action has been taken following receipt of a hazard report.
- Train staff to effectively report the following circumstances immediately:
 - Discovery of a fire
 - Damaged or ineffective personal protective equipment or clothing
 - Faulty equipment that cannot be operated safely
 - Insufficient training or information to carry out their work safely
 - Insufficient information on the avoidance, or use or handling, of a hazardous substance
 - Spillage of a hazardous substance
 - Potential incident or dangerous occurrence/near misses

Hazard Reporting Procedure

